

Internships

Office manager FairServices.

Related studies	International secretary management
Hours (per week)	40 to 45 execution
Content	external communication Internal communication, planning reception work managing social media
Requirements	minimum commitment of 12 weeks Intermedio I level (B1) of Spanish 20 years or older
Working hours	9.00 till 17.00 Monday to Friday for execution 18.00 till 20.00 Tuesdays and Fridays for events
Cost	US\$ 260- per month up till 6 months, after that contact us.
Includes:	use of all the facilities at FairServices' offices lunch at the offices Personal training Membership of the FairServices community

Local contacts	on site	John Adriaenssens	general director
		Fanny Huanec	director Spanish school and academy

FairServices is a dynamic service provider offering services to international clients varying from Spanish classes and volunteer work, internships, homestay, social events to training and workshops with local people.

The office manager is the person in the middle of all this that makes sure every part of operations go smoothly and she/he is the contact point for clients and staff.