

EF – 2018 INTERNSHIP

EF 1965 yılında İsveç'te kurulmuş ve 53 yıllık bir geçmişe sahip günümüzün kendi alanında en büyük eğitim kurumudur. 21 ülkede 50 kampüs'te 11 farklı dilde eğitim vermekte olan EF, aynı zamanda merkezi Amerika San Francisco'da bulunan HULT International Business School'u da bünyesinde bulundurmaktadır. Ayrıca 116 ülkede yapılanması bulunan EF'in global bazda 50 binin üzerinde çalışanı bulunmaktadır.

As an INTERN you will join our team and your responsibilities will include, but not be limited to, proactively responding to client queries and bookings, administration of the booking process on the after sales process, building up the company brand.

Responsibilities

- Follow up customer confirmations with schools
- Proactively responding to client queries and advising customers on EF
- Book Flights and health insurance
- Take care of student's problems when they are abroad
- Deal with visa application process for the students, fill the forms and follow up visa appointments, also results
- Work effectively in a team but also pursue your individual responsibility
- Maximize your potential to optimize the quality and efficiency of our customer satisfaction
- Can work in multiple offices in Istanbul.

Requirements

- Bachelor's degree or UNI student, full time working requested
- Experience study abroad
- Native level of Turkish
- Strong time management skills
- Customer Support oriented and focus on customer satisfaction
- International experience preferred(study/work)
- Proactive and able to work independently
- Fluency in English
- Positive attitude and great team spirit
- Strong communication skills
- Outgoing and friendly personality
- Visa application process experience is preferred

For application:

Gurkan Donat

gurkan.donat@ef.com