



Alliance Française

Kuala Lumpur

AFKL Course Counselor/Receptionist

To start from **24 July 2024 or 3 September 2024**

Job description:

- Attend to customers with their inquiries
- Answer incoming calls & emails promptly and courteously
- Advise students or parents on French language program options
- Assist customers with course registration & fee collection with our bookkeeping software
- Coordinate or assist the organization of private tuition and translation services
- Liaise with teachers & other staff for effective course coordination
- Coordinate with the course director on placement test appointments
- Assist with certain social events when required

Requirements:

- Possess at least SPM/STPM/Pre-U, Diploma of any field
- Good command of English & Malay (verbal & written)
- Basic understanding of French is an advantage
- Conversant with MS Office & Internet applications
- Well-organized with good communication skills
- Able to work in a team and autonomously
- Available for a full-time position
- Fresh graduates are welcome to apply

Working place: AFKL, Lorong Gurney, Kuala Lumpur and occasionally, Bangsar centre.

Send your CV and cover letter by applying with the form link here:

<https://www.alliancefrancaise.org.my/about/careers/>