



Job Description

OPERATIONS ASSISTANT INTERN

SPAIN

3 to 6 months / 20-25 hours a week

The operations assistant intern will help the operations manager and management team to grow the business, work with all the teams and ensure all internal processes and communications are in place. The ideal candidate will always represent FuturED and its ethos and professional mission.

"FuturED is an international educational organization founded to contribute to the achievement of the United Nations Sustainable Development Goals. In addition, we support the UN Global Compact and the SME Climate Hub. Proudly born in Monaco. Made with passion and conviction in the United Kingdom.

FuturED is an online learning platform producing and curating academic content in Spanish and English in a 360 model. We motivate people, organizations and their communities to become the best version of themselves."

Direct Reports This candidate will report to the operations manager and /or management team

Job Description

- Assist with agendas and calendars
- Communicate with instructors and clients
- Make sure all comms are up to date to guarantee timely delivery of courses, masterclasses and other products being offered
- Assist the operations manager sending information, revising timelines and other pertinent issues
- Work with the production and postproduction teams and assist when required
- Network with related businesses and fostering B2B relationships
- Market the company to potential clients, partners
- Contribute to creative discussions and decision-making about the business' future
- Encourage other employees and customers to take part in growing the business by showing enthusiasm for your work and maintaining a positive attitude
- Be available and willing to undertake any other tasks required if needed

Person Specification

- All candidates must be current students at a recognized national or international university
- Proactive attitude at all times
- Extreme attention to detail
- Flexibility with demanding work schedules and unsocial hours (if required)
- Ability to work in a team effectively
- Fluid communication and reporting to members of the team and management
- Daily and weekly professional reporting to relevant direct reports or colleagues
- Support and quick response via email
- Professional attitude at all times, in all communications with internal and external members, stakeholders, management and clients
- Ability to read, understand and speak English (intermediate level)

Desired

- Ability to read, understand and speak French (intermediate level)