

Intern – Administration - Job Description

Alliance Française de Delhi is hiring an Intern for its Administration department at Lodi Centre (72 Lodi Estate, KK Birla Lane, New Delhi).

About Alliance Française de Delhi

Alliance Française de Delhi is the official French language institute and Indo-French cultural centre in Delhi. As part of the global network of Alliances Françaises, we collaborate closely with the French Ministry of Foreign Affairs, the Fondation Alliance française in Paris, and the French Institute in India. The organisation aims to promote Franco Indian cultural exchanges and develop relations between India and France through:

- *Teaching French language to more than 5 000 students per year*
- *Conducting official sessions of DELF-DALF and TCF exams*
- *Organizing a diverse range of cultural and social events throughout the year, including screenings, concerts, performances, and talks*
- *Providing a lively francophone environment for its members with a library and a cafeteria*

Under the supervision of the Academic Director, the candidate will collaborate closely with the Administration team and the Translation Cell.

The candidate will provide support to the Administration team by handling general clerical tasks such as filing paper documents, scanning and electronically archiving files, entering data, updating Excel spreadsheets, taking meeting notes etc...

For the Translation Cell, he/ she will be responsible for verifying documents through online meetings for all translation orders. Additionally, the candidate will oversee the preparation of invoices and reports. Alongside receiving and delivering the certified translation documents during the translation procedure.

Main Role & Responsibilities:

- Perform online document verification for all translation orders placed online.
- Notify the candidate in case of any anomalies and additional file requirement.
- Authorize appointment with clients for translation collection and send the soft copy of the certified copy of translation.
- Ensure preparation of daily invoice and monthly reports.
- Any other duties as assigned for general clerical support

Skills & Educational Qualifications:

- Graduate in any discipline.
- Proficiency in IT skills – MS Office (Excel, Word & Outlook)
- A2/B1 level of French language is an added advantage

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Personal Qualities:

- Respecting protocols and internal instructions.
- Sense of organization, listening and patience.
- Taking initiative, adaptable and proactive.
- Team spirit with excellent interpersonal skills.

Duration:

- Fixed term duration of 3 months – July to Sept 2024
- Full time position

Salary: 15K / month

Application process:

Kindly send by email the following documents to career@afdelhi.org

Specify subject of the Message as: Application for “Intern – Administration”

Last date to submit the Application- 2nd June 2024

- Resume / CV
- Motivation Letter
- If current or previous student of AF Delhi, specify session & batch code
- Scanned copy of your latest Degree
- Scanned Copy of your official French level test/exam (DELF, TCF, TEF)