

PERMANENT PART-TIME OFFICE JOB



English Center USA

School of English (ESL) for Internationals

1001 S. Wright Street, Champaign

Email: Jobs@EnglishCenterUSA.com

We are looking for a **quick learner** who has **excellent verbal and writing skills**. Hours are somewhat flexible, but we prefer **30 hours weekly**, 9 a.m. - 4:30 p.m., Mon. - Thurs. You'll love working here, as we have the **friendliest co-workers** and the job is never boring.

REQUIREMENTS

- Excellent written and verbal skills
- Able to write emails & letters ***without any grammatical mistakes*** (spell-checkers are fine)
- Experienced and efficient using office software (gmail, word processors, Facebook, etc.)
- Friendly and energetic, yet professional in demeanor
- ***Some college experience required*** (bachelor's degree preferred), as you will be meeting with well-educated academic professionals
- Quick & efficient (sedentary workers need not apply!)
- Kind & caring personality, and welcoming/hospitable to international clients
- Able to work well with others
- Able to speak slowly and clearly when answering phones (as our international students need this for clarity)
- Organized
- HONEST & trustworthy

Please send a resume and cover letter to
Jobs@EnglishCenterUSA.com

