



## **INTERNSHIP DESCRIPTION - FRONT DESK ASSISTANT**

Alliance Française de Bombay is hiring a Front Desk Intern to join us full-time at our Churchgate & Santacruz centres in Mumbai!

### **About Alliance Française de Bombay**

Founded in 1938, Alliance Française de Bombay is the official French language institute and cultural centre in Mumbai. The organisation is a part of a network of Alliance Françaises that work with the French Ministry of Foreign Affairs, the Fondation des Alliances Françaises 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: AFB has 2 centres in Mumbai and teaches French to more than 5,000 students per year. It brings together a team of around 40 teachers and 20 staff members.
- Year-round cultural programming: Alliance Française de Bombay organises a wide selection of events each year (cinema, music, dance, theatre, debate of ideas, conferences etc.) in partnership with the leading cultural institutions of Mumbai.

The Front Desk Intern will assist the Front Desk Officer with the following daily duties :

### **Responsibilities:**

- Welcoming visitors and potential clients who approach the front desk.
- Providing information on courses, fees, exams, certifications, cultural events and other activities of Alliance Française de Bombay.
- Managing students' enrolments for French language courses.
- Providing membership details and registering new members.
- Giving clear information along with answering queries on calls and emails.
- Given the diverse activities at Alliance Française de Bombay, the intern will be expected to assist with various tasks as needed

**Location:** Alliance Française de Bombay-

Churchgate Centre: Ground floor – Theosophy Hall, 40 New Marine Lines, Mumbai – 400 020

Santacruz Centre: HiLife Mall – Unit No. 26, 3rd Floor, Phirozeshah Mehta road, Near Santacruz Railway Station, Santacruz (West), Mumbai – 400058

**Requirements:**

- Fluency in French (preferably B1 level), English and Hindi
- Bachelor's degree minimum.
- Someone with a pleasant welcoming personality
- Patience and punctuality.
- Good communication skills.

**Starting Date:** As soon as possible

**Application process:** Kindly mail the following documents:

- CV,
- Application letter,
- Scanned copy of your recent degree (Bachelor's / Master's, etc.),
- Scanned copy of your recent DELF-DALF Diploma

To [shimoni.jain@afindia.org](mailto:shimoni.jain@afindia.org) (Head of Corporate Training and Marketing).