



The President of the Alliance Française de Bangalore (AFB) invites the application for the following post :

JOB DESCRIPTION

Job Title:	Course Coordinator	Job Category:	Education, Language teaching
Duration	1 year (3-month trial)	Position Type:	Contract basis/Bangalore
Starting date	01/03/2025	Contact:	Director AFB

Under the guidance of the Course Director and the Director of Alliance Française de Bangalore (AFB), the Course Coordinator (CCC) will be working full time on-site from the Head Office in Vasanth Nagar Bangalore, to ensure the following functions:

I) CLASS & REGISTRATION MANAGEMENT:

- Management of current operations on AEC (the AFB courses' management software): creation of classes for the term and assignment of classes to teachers, change of classes, monitoring of attendance, transfers, possible modification of the class schedule.
- Communication of class information to students, teachers and the reception team.
- Management of transfers and credit notes for students.
- Validation of course or exam reimbursements and submission to the administration.
- Informing students of any development (cancellation or postponement of courses).
- Assisting students in solving general class problems.
- Organisation and follow-up of private lessons.

II) CORPORATE COURSES:

- Sending books to companies.
- Communication on the DELF-DALF.
- Follow-up of invoices with the accounting department under the supervision of the Course Director
- Communication and regular follow-up of the classes with the corporate clients and the teachers.

III) TEACHERS' SALARIES:

- Processing of teachers' salaries: collection and verification of invoices, preparing the salary statements and forwarding them to the administration, and follow-up.

IV) DELF - DALF - TCF EXAMS

- Processing on the dedicated GAEL software: entry of candidate registrations, management of exam rooms, editing of the exam schedule, sending of invitations and certificates to candidates, communication with examiners, entry of marks, printing and display of results.
- Communication of information to the reception team.
- Logistics: photocopying of subjects and preparation of envelopes by type of exam, ordering supplies, preparing exam rooms.
- Supervision: participation in the supervision of collective tests and the management of exam preparation rooms.
- Organising the jury for speaking examinations and corrections
- Logistics: preparation of examination rooms.
- Supervision: participation in the supervision of collective tests
- Preparing invoices in the proper format

V) COMMUNICATION:

- Update of the AFB website.
- Animation of the social networks of AF Bangalore (Facebook, Instagram): posts of information mainly on courses; dealing with questions from Internet users.
- Participation in the preparation of the AFB Newsletter

VI) LIBRARY AND BOOK STOCK MANAGEMENT:

- Assisting in the Library (in particular on Mondays, Wednesdays and Thursdays when the Librarian is not on site)
- Monitoring the stock of books
- Establishment of purchase orders and transmission of orders to suppliers.

Languages

- Fluency in English (C1 Level) and in French (B1 Level minimum) is essential
- Fluency in Hindi & Kannada is desirable

TIMINGS

Monday to Friday: 9.30am to 5.30pm

Saturday: 9.30am to 1.30pm

Note timings may vary according to events (exams...)

WORKING CONDITIONS

Consolidated Salary range from **INRS 36,000/- to 38,000/-**

The selected candidate will be appointed a contract employee for a period one year inclusive of the 3-month probationary period to assess his/her performance.

MAIL YOUR CV + COVER LETTER to: recruitment.afbangalore@afindia.org