

CEL



COLLEGE OF ENGLISH LANGUAGE



ENGLISH PLUS EXPERIENCE

BUSINESS ADMINISTRATION

Area/Function: Customer Service

Business Field: Car Rental Company

Location: San Diego, CA



Requirements

English Level: Completed B2/Upper Intermediate or higher

Experience: No previous experience required

Duration: 8 weeks or more

Working Hours: 10-15 hours/week

Example Tasks:

- ✓ Welcoming and helping customers
- ✓ Answering phones
- ✓ Taking bookings and reservations
- ✓ Completing paperwork and car insurance contracts
- ✓ Collecting payments

SALES & MARKETING

Area/Function: Event Management/ Social Media

Business Field: Wedding Planner

Location: San Diego, CA



Requirements

English Level: Completed B2/Upper Intermediate or higher

Experience: No previous experience required (but preferred)

Duration: 8 weeks or more

Working Hours: 10-15 hours/week, must be flexible to work on weekends as well as weekdays

Additional Requirement: Must be physically fit, some manual labor involved

Example Tasks:

- ✓ Example Tasks:
- ✓ Welcoming customers
- ✓ Wedding parties
- ✓ Setting up and breakdown of company events
- ✓ Attending local events and generating content for social media
- ✓ Working with the sales and marketing team to promote the company and advance sales and bookings

HOSPITALITY AND TOURISM

Area/Function: Sales & Marketing

Business Field: Hospitality and Tourism - 4 Star Hotel

Location: San Diego, CA



Requirements

English Level:	Completed B2/Upper Intermediate or higher
Experience:	No previous experience required (but preferred)
Duration:	8 weeks or more
Working Hours:	10-15 hours/week, must be flexible to work some weekends however most hours will be completed Monday-Friday

Example Tasks:

- ✓ Welcoming customers
- ✓ Answering phones in reception, taking bookings and reservations
- ✓ Setting up and breakdown of company events
- ✓ Attending local events
- ✓ Working with the sales and marketing team, ticketing, updating marketing material, and promoting new materials through social media

HOSPITALITY

Area/Function: Customer Service and Sales

Business Field: Hospitality - Bakery and Cafe

Location: San Diego, CA



Requirements

English Level:	Completed B2/Upper Intermediate or higher
Experience:	No previous experience required (but preferred)
Duration:	8 weeks or more
Working Hours:	10-15 hours/week, must be flexible to work some weekends however most hours will be completed Monday-Friday

Example Tasks:

- ✓ Customer service
- ✓ Food preparation
- ✓ Taking orders
- ✓ Running food
- ✓ Cleaning tables

IT/WEB DESIGN

Area/Function: Social media and company web pages
Business Field: IT/Web Design - Interior Design Company
Location: San Diego, CA



Requirements

English Level:	Completed B2/Upper Intermediate or higher
Experience:	No previous experience required (but preferred)
Duration:	8 weeks or more
Working Hours:	10-15 hours/week, must be flexible to work some weekends however most hours will be completed Monday-Friday

Example Tasks:

- ✓ Attending local design events
- ✓ Working with the sales and marketing team
- ✓ Updating marketing material
- ✓ Promoting new materials through social media
- ✓ Building and maintaining the company website

SOCIAL SERVICES (NON-PROFIT)

Area/Function: Non profit companies - Environmental, People, Animal Welfare, Community, Cinema/Arts
Business Field: Social Services - Environmental Clean Ups
Location: San Diego, CA



Requirements

English Level:	Completed B2/Upper Intermediate or higher
Experience:	No previous experience required
Duration:	8 weeks or more
Working Hours:	10-15 hours/week, must be flexible to work some weekends

Example Tasks:

- ✓ Beach, coastline, creeks, canyons, and neighborhood clean ups
- ✓ Helping with setting up and breakdown of events
- ✓ Attending local events
- ✓ Working with local groups and volunteers

SOCIAL SERVICES (NON-PROFIT)

Area/Function: Non profit companies - Environmental, People, Animal Welfare, Community, Cinema/Arts

Business Field: Social Services - Environmental Clean Ups

Location: Santa Monica, CA



Requirements

English Level:	Completed B2/Upper Intermediate or higher
Experience:	No previous experience required
Duration:	8 weeks or more
Working Hours:	10-15 hours/week, must be flexible to work some weekends

Example Tasks:

- ✓ Beach, coastline, creeks, canyons, and neighborhood clean ups
- ✓ Helping with setting up and breakdown of events
- ✓ Attending local events
- ✓ Working with local groups and volunteers

HOSPITALITY AND TOURISM

Area/Function: Sales & Marketing

Business Field: Hospitality and Tourism - 3 Star Hotel

Location: Santa Monica, CA



Requirements

English Level:	Completed B2/Upper Intermediate or higher
Experience:	No previous experience required (but preferred)
Duration:	8 weeks or more
Working Hours:	10-15 hours/week, must be flexible to work some weekends however most hours will be completed Monday-Friday

Example Tasks:

- ✓ Welcoming customers
- ✓ Answering phones in reception, taking bookings and reservations
- ✓ Setting up and breakdown of company events
- ✓ Attending local events
- ✓ Working with the sales and marketing team, ticketing, updating marketing material, and promoting new materials through social media



CONTACT US

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