

## Job Ad for Academic Assistant

### Alliance Française de Manille (AFM)

Alliance Française de Manille, a non-stock organization established in 1920, is dedicated to the promotion of French language and culture within the Philippines. As one of the oldest foreign cultural institutions in Manila, we are currently seeking a dynamic and professional Academic Assistant to support the logistics of French classes and exams at Alliance Française de Manille (AFM) and partnerships with universities and companies and to supervise its reception team.

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#### Key Responsibilities

The Academic Assistant will be responsible for the logistics of French classes offered both in AFM and partner universities and companies under the responsibility of the academic coordinator and the academic director. Main duties include:

- Liaises school related concerns among AFM and partner universities/companies, teachers and students.
- Prepares partner universities/companies' Memorandum of Agreement.
- Handles and responds to clients, partner universities and companies' concerns and requests.
- Formulates and submits annual, semester and quarterly academic reports with detailed monthly statistics to the Executive Director and Deputy Director.
- Arranges meetings with and for the Management.
- Inputs and updates database for students and teachers. Addresses students' requests and concerns.
- Handles daily correspondence.
- Organizes and compiles school materials needed by the teachers.
- Organizes sessions and issues certificates for TEF/TEFAQ and DELF-DALF under the responsibility of the Academic coordinator.
- In-charge of the distribution of class loads and arranges schedules of teachers. Distributes enrollment survey forms.
- Tracks and verifies teachers' expected number of hours rendered for their monthly compensation.
- Submits monthly report to accounting unit related to pedagogical data. Issues statement of account and billing and follows up account receivables related to pedagogical concerns (such as universities and companies).
- Releases certificates and letters to students and teachers. Distributes physical copy of monthly pay slips and Annual Income Tax Returns (ITR) to teachers upon request.
- Prints/photocopies school/admin materials and co-workers designation.
- Releases checks to suppliers and vendors.
- Checks and balances daily financial collection.
- Receives, accommodates, directs walk-in clients and answers phone calls.
- Receives letters and billings and posts announcements.

- Assists in borrowing, returning of books, submission of pictures and releasing of IDs.
  - Assists in receiving and releasing translation documents.
  - Performs other tasks as deemed necessary by the Organization.
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## Qualifications

- **Education and Experience:** Bachelor's degree holder with at least 2 years of relevant professional experience.
  - **Language Skills:** Excellent command of written and spoken English. Proficiency in the use of the French language is a significant advantage.
  - **Technical Skills:** Proficient in Microsoft Office (Word, Excel, etc.) and Google Workspace. Familiar with the educational sector and language teaching industry.
  - **Soft Skills:** Excellent communication, teamwork, creativity, flexibility, and adaptability.
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## Work Arrangements & Benefits

- **Location:** Onsite at Makati.
  - **Schedule:** Mondays to Fridays, 9:00 AM to 6:00 PM, subject to adjustment based on AFM's scheduled events. The candidate must be willing to work occasionally on weekends for special events and/or intake of students. The said work time can be offset to other days for rest / relaxation.
  - **Compensation:** PHP 33,000 gross monthly salary (inclusive of non-taxable allowances).
  - **Leave Benefits:** 15 days of vacation leave and 15 days of sick leave per year of service.
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## How to Apply

Prospective applicants are requested to submit their **CV or Resume** and a formal **Cover Letter** to the attention of both the Deputy Director, Mr. Victor PETIT, and the HR and Admin Manager, Mr. John Julius VALIENTE, via email to:

**recruitment@alliance.ph**

[IMPORTANT] The successful candidate is expected to start as soon as possible. Only shortlisted candidates will be contacted.