



ENGLISH TEACHER TRAINING COLLEGE

Logistics and Operations Officer (40 hours)

Organisation Profile

The English Teacher Training College and its associated Bilingual Classroom Initiative (ABCi) is a not-for-profit Austrian College based in Vorchdorf and Vienna with a dual mission: Firstly, as a college, to provide a practical education in teacher training for student teachers from the English-speaking world based solely on the candidate's academic merit. Secondly, as a charity outreach, to promote language learning, cultural exchange and foster understanding between English-speaking countries and Austria by bringing hundreds of teachers from England, Scotland, Wales, Ireland, America, Canada, New Zealand and Australia into Austrian classrooms to reach every child with a free English project by the year 2020. As the College is growing there are several vacancies right now: <http://www.english-teacher-college.at/jobs/>

Duties

As a Logistics and Operations Officer you'll have the opportunity to be part of a world-class educational organization

- Responsible for the smooth and efficient running of all college projects
- Manage the details surrounding projects including follow-ups with schools after projects
- Create and update calendar events surrounding logistics for Staff, Interns and Student Teachers.
- Work with HR to ensure that field staff are working the correct hours.
- Address funding needs at various projects.
- Oversee the Project Assistants and Coordinators.
- Organize travel and accommodation for staff when away from their place of work.
- Oversee data entry for staff and projects
- Manage adult projects at both Vienna and Vorchdorf Campuses.

Requirements

The ideal candidate will speak English at a native-speaker level, manual driving license and have experience that demonstrates good

organizational skills and preferably a background in logistics management.

- Driving license required
- Excellent communication skills
- Candidates with experience in a non-traditional teaching environment such as summer camps, youth groups or outdoor education will be preferred
- Residence permit for Europe

Salary and benefits

Starting at 22.470,00 Euros gross annual salary (depending on experience) before tax including Christmas and summer bonus. Health and accident insurance plus pension benefits and severance pay. 25 days Holiday days per year (not including 13 additional Austrian public holidays). Exceptional work will be rewarded with raises/promotion.

- The Logistics and Operations Officer will be provided with access to an ABCi car, laptop and phone as necessary
- Further professional training and development as appropriate
- Full room and food expenses with internet access when based away from home
- Work-related travel costs
- Evenings, weekends and Austrian public holidays free

To apply

Email CV and cover letter to claud.fourie@austriabci.at.

Start immediately

If you have any questions, please do not hesitate to contact the Personnel Director, Claud Fourie (0043 7614 51400 13).

Find all current job vacancies at the English Teacher Training College here: <http://www.english-teacher-college.at/jobs/>

Contact

Claud Fourie

Personnel Director

The English Teacher Training College of Austria and Bilingual Classroom Initiative (ABCi)

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