

## Looking for an opportunity to grow your admin and service skills?

**CHARLES WELLS is recruiting THE INTERN (yeah, that might be you) in Toulouse!**

### *What you will be doing :*

- **People** : Support the Manager in recruiting new talents by following-up all New Starters Documents (ID, Mutuelle, GDPR, Registre du Personnel), liaising with Head Office for contracts requests and liaising with the Occupational Medicine. You will also support the Manager in last minutes recruitments by writing Extra Contracts and filling in the DPAE online => **become an HR Expert**
- **Promotion** : Manage our Social Network (Facebook, Insta, ...) and answer reviews from our Guests => **develop your sense of humour as well as your diplomatic skills**
- **Place** : On request give a ring to maintenance suppliers so that the Pub is always a good-looking and secure place for our Guests => **develop your reactivity by facing emergencies and making the right move to solve the situation**
- **Profit** : Aid the Management Team in recording our sales by filling in our internal reports => **wanna know everything about figures and Profit and Loss Management? Here's your chance.** Also, you will follow-up our invoices (internship = printer)
- **Product** : After you've used your brain so much in the office, what about serving our Guests and developing your Customer Service skills. If you want to turn this into a **Management opportunity**, we are happy to discuss a Team Leader role with you.

### *Who you will be working for :*

You may wonder who we are, of course you can have a look on our website <http://www.charleswellsfrance.com/>, but here's a preview : **CHARLES WELLS** is an English Pub Company that is getting big in France. We are currently operating 15 English Pubs in various cities. THE DANU, (the Pub you will be joining in Toulouse) is our biggest unit with 25 people and kitchen service. As we are growing, there are more and more opportunities to join the company on a long term basis (understand, **you can turn this internship into a career opportunity**).

### *FAQ :*

- Start Date : ASAP
- Duration : 2 to 6 months (we're flexible if you're worth it)
- Pay : €700 gross per month + your meal at the Pub each day
- Rota : You'll work 5 days a week (3 days in the office and 2 days at the bar, negotiable) a and have 2 days off in a row.
- Why You : You're a Team Player , you speak English and French quite well (we need you to be a step ahead the Brian is in the kitchen thingy), you are adaptable and want to learn
- How to apply : send your CV and cover letter to [careers.france@charleswells.co.uk](mailto:careers.france@charleswells.co.uk)

