

**We're global**

# IELTS Assistant Needed

We are looking for a suitably qualified and experienced individual to join our IELTS team at IALF Surabaya

## YOU WILL NEED:

- An undergraduate degree or an equivalent qualification
- At least 3 years' full time working experience
- English level B2 (IELTS 6 or equivalent)
- Responsible, sense of customer service, attention to detail

The above position is a full-time role. You will report to the IELTS Centre Administrator and assist in the management of the IELTS test to ensure that it is in line with global IELTS Administration standards.

## APPLICATION PROCEDURES:

Please send your cv and covering letter to:  
[hrdialfsby@ialf.edu](mailto:hrdialfsby@ialf.edu) before **20 March 2017**

We also require:

- the names of two referees
- scans of qualifications
- scans of language certificates

If you do not hear from us, you should assume that your application is unsuccessful.

**IALF Surabaya**  
Tel. 031 5026400  
[ialfsby@ialf.edu](mailto:ialfsby@ialf.edu)

**[www.ialf.edu](http://www.ialf.edu)**

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