

The Goethe-Institut Malaysia is looking for a Language Coordinator

The Goethe-Institut is a non-profit organization encouraging international cultural cooperation. Operating 158 institutes in 98 countries, our institute is also the worldwide market leader in teaching German as a foreign language. The Goethe-Institut in Kuala Lumpur was founded in 1962.



If you have previous experience in Customer Service, ability in juggling multiple priorities, are diligent and meticulous to details, then keep reading and apply to join our team soonest possible.

Language Coordinator	
Your Role:	<ul style="list-style-type: none"> • Participation in the organization of the language course and examination • Consultation by email, social media, phone and in person • Enrolment for language courses & exams, and processing of course and examination fee statements • Providing Customer Care in Reception and Student Services in Media Centre • Support in maintenance of the language course-relevant pages of the Institute's Homepage as well as social media • Participation in events organized by the language department and language promotion activities
Your Profile:	<ul style="list-style-type: none"> • Diploma in Communication Sector • Experience in Customer Service • Friendly, approachable with customer-oriented personality • Fluent in English and Bahasa Malaysia (German language proficiency is an added advantage) • Excellent skills with Microsoft office (Words, Excel, M365, etc.) • High degree of integrity and confidentiality with strong sense of responsibility • Able to multi-task and work independently • Malaysian or permanent resident of Malaysia
What we offer:	<ul style="list-style-type: none"> • A full-time employment (40 hours per week) in a dynamic, international and motivated team • An attractive salary starting at min. RM 4,358.00 (depending on experience) • Annual leaves and public holidays above the usual level • 13 % co-payment to the National Pension Fund (Employees Provident Fund) • Regular trainings
Deadline and contacts:	Please submit your application by 15th May 2024 to Michelle Wong (Admin-kl@goethe.de)