

Berlitz as an Employer



International, dynamic, professional. Our employees are united by a common passion for languages and cultures. This fosters a fundamental sense of open-mindedness that is reflected in the way we all work together. Berlitz is shaped by people who see themselves in the services we offer and devote themselves to the work they do for us.

Whether it's a language instructor from Australia, a Language Center Director from France, a receptionist from Colombia or a Local Instructional Supervisor from Ireland – this is where people from different cultural backgrounds come together to share their diverse work and life experience, along with their uniquely shaped views of the world.

A place where everyone works as a team in an atmosphere marked by open and creative collaboration. They all aim to inspire in others a new-found passion for languages and cultures, and to continually share the “Berlitz family” spirit with others. Everyone makes their personal contribution to the success of the team.

Discover what Berlitz stands for:

Culture and Diversity

Berlitz Female Quotas

Age Structures

Development Opportunities



Germany's top employers 2019

Berlitz was mentioned as **one of the top employers** by German magazine FOCUS.

Culture and Diversity

Berlitz has signed the **Diversity Charter**, thus committing itself to remaining an organization that is free of prejudice, and one which respects and values each and every unique individual. Our staff members come from over 40 different countries and this exceptional cultural diversity is what makes our team so special.

Berlitz Female Quotas

Berlitz leads the way when it comes to placing women in leadership roles. 75 % of our employees and 72 % of our executive managers are female.

Age Structures

Berlitz also balances age diversity. Nearly a quarter of our staff respectively falls into each 10-year age group from 25 to 65.

Development Opportunities

We are proud of our very low employee turnover rate. Many of our employees have been with us for a number of years and have progressed into a wide variety of exciting positions within the company.

Berlitz offers opportunities for a number of exciting careers based on personal qualifications, your personality and organizational structures. For example, you can continue your own professional development along a predefined career path by progressing from Sales Trainee to Center Director or from an Instructor to a Local Instructional Supervisor. Alternatively, you can adopt a more flexible approach to embarking on your new career. We are committed to promoting the potential of all of our staff members to ensure you enjoy working at Berlitz in the long term. That's why we are always there for our employees and welcome their ideas for their own professional development.

In addition to the many options we offer for climbing our corporate ladder, there are also other ways in which employees can assume more responsibility – for example, by becoming involved in special nationwide project groups that tackle a variety of topics.

How To Apply



We respect the time and effort you invest in your application. So we also treat your application with the utmost diligence and, despite the time this takes, still promise to respond quickly. One of our key priorities is to ensure that the position you interview for is the right one for you, and that we can be sure that you'll feel at home in the Berlitz team.

Outside of your job-specific qualifications, we expect you to feel enthusiastic about our services, and to bring on board commitment, energy, professionalism, team spirit and a positive attitude toward your work that reflects the notion of "identifying opportunities in challenges." Your job application process will depend on the specific position you are interested in.

Instructors

If you are applying from abroad, your application will be handled centrally via **jobsingermany@berlitz.de** but within Germany, recruitment of instructors takes place directly at our Berlitz centers. You can then apply directly through the individual e-mail. The pedagogical supervisor will get in touch with you.

Further Positions

If you are interested in the positions of Center Director, Corporate Consultant, Sales Trainee, Sales Intern, or if you are interested in joining us at our headquarters in Frankfurt, please apply to our HR department in Frankfurt.

The application process:

1. Screening of incoming applications

2. Telephone interview

3. First face-to-face meeting

4. Second face-to-face interview

5. Sending of contract

6. Welcome on board

The Application Process

1. Screening of incoming applications

Once you have applied to one of the positions listed on our **job portal at www.berlitz.de/en** or we have received your speculative application at **jobs@berlitz.de**, we will contact you to confirm we have received your application. Our HR team will then carefully review your documents. These should include a cover letter and a complete resume. It is important for us to see why you are interested in Berlitz, what qualifies you for the position in question and what you might expect of us as an employer.

2. Telephone interview

If we think you are a suitable match for our position, you will be invited to a telephone interview. This initial conversation offers both parties the opportunity to get to know one another better. You can use the opportunity to explain what motivated you to apply at Berlitz, why you look forward to a new professional challenge, what you see as your core strengths and what you might expect from us. This is also perhaps a good time to address things such as your starting date, salary expectations and any other questions you may have about the position.

3. First face-to-face meeting

So you liked what you heard during the telephone interview and so did we? Then we look forward to meeting you in person at Berlitz. The interview will be held at the center for which the opening was advertised. Naturally, this means you will have a chance to meet your potential new boss. The aim of this meeting is for both parties to get a personal impression of one another and to ensure that both parties have realistic expectations of each other.

4. Second face-to-face interview

If everything has gone well until this point, a second meeting will be set up. Regardless of the actual job location, this meeting will take place at Berlitz headquarters in Frankfurt. It is important that our HR managers and managing directors also have an opportunity to meet new colleagues. This interview will center around you – your personality and skills set – and is a good opportunity to address any other important organizational aspects. At this stage, we welcome you to ask any further questions you may have. After this final meeting, it's decision time – for us and you!

5. Sending of contract

If we decide to offer you the position, we will make you an offer and will be glad to answer any questions you have regarding the contract. Once we have received your signed contract, we will start to prepare you for your new position with Berlitz.

6. Welcome on board

We plan every aspect of getting you started with the utmost care – from sending you our welcome package to informing your colleagues and preparing your place of work. You can rest assured that we are pleased to welcome you on board and look forward to working with you. Your colleagues will then take you through our processes step by step, giving you all the information you need to quickly start in your new role. Your induction program is underpinned by on-the-job training, which is usually spearheaded by your boss, an experienced co-worker or both. Depending on your position, you may receive additional training (e.g., product training, sales training, personal training).

Should you have any questions regarding our application processes or any advertised job openings, please contact Carolin Teuber, Recruitment: **jobs@berlitz.de**.



Additional Information for Applications from Abroad

External teaching certificate to work for Berlitz

Having an external teaching certificate will qualify you to teach some classes that you would not be qualified to teach otherwise, however, having one is not obligatory. For English, we will assist you in receiving third party certification within the first year of working for us.

Help from Berlitz when applying for a visa

Berlitz will provide you with a letter stating that we would like to offer a freelance position at the company upon successful completion of training. Be aware, the visa application process can take up to 3 months and there is no guarantee that it will be successful. Therefore, most centers prefer candidates who are already in the country.

Berlitz Initial Training

If the outcome of the interviews is successful for both parties and you have the required documentation to live and work in Germany, you will be invited to the Berlitz Initial Training. This training is free of charge, is held over 8 working days, and you will get to know our materials and learn our teaching method.

Starting

You will be given a freelance agreement on successful completion of the Berlitz Initial Training and we will be glad to answer any questions you may have regarding it. Once we have the signed agreement and you have provided bank details, you are ready to start your new position at Berlitz!

Should you have any questions regarding our instructor application process, please contact Christel Schmidt, Instruction Recruitment Support: jobsingermany@berlitz.de.