



## ***The British International School - Internship Positions***

The British International School ([www.thebis.net](http://www.thebis.net)) is an English organisation specializing in Study Holidays for groups of students in London, New York and other European destinations.

The BIS is always looking for highly motivated and talented individuals to join their team and put their knowledge into practice. An internship with us represents an enriching opportunity for the candidate to experience a dynamic working environment and to acquire and improve professional skills in a stimulating international setting.

**They can apply sending their CV to [hr.manager@thebis.net](mailto:hr.manager@thebis.net) with the subject line: "BIS Receptionist" or follow this link to apply through our website: [http://www.thebis.net/request\\_intern.php](http://www.thebis.net/request_intern.php)**

Available position:

### **Receptionist:**

- Welcoming visitors and introducing them appropriately.
- Answering, screening and forwarding any incoming phone calls to the right department.
- Receive and sorting daily mail.

We are looking for motivated University students with a background in International Trade, Business, Public Relations and Foreign languages.

### **Travel Services Assistant:**

- Selling touristic programmes and services to potential clients.
- Dealing with programme planning.
- Interacting directly with potential, new and existing suppliers (accommodation, transports, restaurants, tour guides and activity centres).
- Making and confirming bookings with suppliers.
- Looking after and assisting incoming groups of students and individual tourists.
- Welcoming the students and tourist at the airport and accompanying them throughout London.



- Registering purchases and sales invoices, bank statements and other relevant documents.

We are looking for motivated University students with a background in Languages, Tourism and Public Relations & International Trade.

### **Human Resources Assistant:**

- Creating Universities databases and contacting them to recruiting potential Interns.
- Assisting the HR Manager in selecting interns, planning and arranging their internships.
- Dealing with the daily management of the Interns in-house (holidays, overtime, shifts, during and post-internship documents).
- Administrative tasks related to the daily business.

We are looking for motivated University students with a background in Languages, Human Resources, Administration and Public & International Relations.

### **IT & Programmer Assistant:**

- Maintenance of printers, multifunctional devices, telephone systems.
- Managing IT infrastructure.
- Maintenance of the servers.

We are looking for motivated University students with a background in IT and Programmer.

### **Creative Assistant**

- Creating several visual supports such as logos, brochures and advertising images.
- Developing web pages and managing webmaster tools and plug-ins.
- Management of Social Media networks.

We are looking for motivated University students with a background in Graphic Design and Digital Marketing.



The British International School

*Study Holidays & Work Experience*