



The British International School

Study Holidays & Work Experience



The British International School (www.thebis.net) is an English organisation specialising in Study Holidays and Work Experience for International students in London, New York and other European destinations.

The BIS is always looking for highly motivated and talented interns to join its 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.

Available positions:

Human Resources Assistant:

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

Travel Services Assistant:

- Selling touristic programmes and services to potential clients.
- Dealing with programme planning.
- Interacting directly with potential, new and existing suppliers (accommodation, transport, restaurants, tour guides and activity centres).
- Looking after and assisting incoming groups of students and individual tourists.
- Welcoming tourists and students at the airport and accompanying them throughout London.
- Registering purchases and sales invoices, bank statements and other relevant documents.

Manager Assistant:

- Analysing the target market according to the needs of the company and promoting its services.

- Welcoming visitors, answering phone calls, handling with daily mail and maintaining security by following appropriate procedures.
- Creating contracts and issuing invoices for clients.
- Classifying and registering purchase and sales invoices, bank statements and other relevant documents

IT & Programmer Assistant:

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

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.

The internships within our companies are of a minimum of 3 months, with a minimum requirement of level B2 in English.

If you have any queries please do not hesitate to contact me via email at hr.manager@thebis.net.