

Da: Hr Manager - The BIS [mailto:hr.manager@thebis.net]

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A: Erasmus <erasmus@unipr.it>

Oggetto: Internship at the British International School

To the kind attention of Erasmus Office

Thank you very much for your time over the phone earlier. As agreed, please find attached our available position adverts.

Our three companies are based in London, at 27-37 Station Road, Hayes, UB3 4DX and are on an area of 1000 square meters:

- 1) The British International School is an English school specialized in Study Holidays for groups of students aged between 14yrs and 19yrs, as well as for individuals in London, New York and other European destinations. www.thebis.net
 - a. The available positions are:
 - i. Travel Services Assistant (Bookings, Group Assistant (GA) and Group Coordinator)
 - ii. Human Resources Assistant

- 2) Herbie is a new Transportation Company which organizes private taxis and door to door shuttle service from London airports to the clients own destination. It also provides a variety of services to tourists in affordable prices. Herbie offers to their customers the opportunity to book in their own language. www.herbie.eu
 - a. The available positions are:
 - i. Customer Service Assistant
 - ii. Controllers Assistant
 - iii. Hostess and Steward Assistant

- 3) The Winning Box offers a wide range of services to start –up companies; serviced offices, marketing and creative services, IT and finance assistance. www.thewinningbox.com
 - a. The available positions are:
 - i. Finance Assistant
 - ii. Reception Assistant
 - iii. IT & Programmer Assistants
 - iv. Creative Assistant
 - v. Marketing Assistant

Our companies are continuously looking for motivated and talented people who wish to put into practice, the concept and theories they have acquired with their studies. During their internship, students will work in an international environment, carrying out projects that will allow the company to progress whilst gaining experience in solving organizational problems.

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

This position is unpaid but interns have the opportunity to attend Business and General English classes free of charge with qualified CELTA teachers.

Also our references have so far proved to be particularly useful for our interns, which have enabled some of them to have access to very successful careers.

May I kindly ask you to inform your students of our internship opportunities?

Can I also enquire whether there is the possibility of signing a Partnership Agreement or a Letter of Intent with your Institution?

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