



The British International School - Internship Positions

The British International School (www.thebis.net) is an English organisation specialising in Study Holidays for student groups and individuals, 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.

Available positions:

Human Resources:

- Creating a Universities database 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).
- Teaching, training and coordinating other interns' activities.

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).
- Making and confirming bookings with suppliers.
- Looking after and assisting incoming groups of students and individual tourists.
- Welcoming tourists and students at the airport and accompanying them throughout London.
- Teaching, training and coordinating other interns' activities.

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

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.

Interns will have the possibility to enjoy an international stimulating working environment.

Please feel free to send your CV to hr.manager@thebis.net with the subject line: "BIS Human Resources" or "BIS Travel Services Assistant".

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