|  |
| --- |
| **The British International School** ([www.thebis.net](https://sable.madmimi.com/c/54723?id=195806.2281.1.16d7082440c4a4e971fcb16636d8802f)) 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.  May I kindly ask you to inform your students of our internship opportunities?  **They can apply sending their CV to hr.manager@thebis.net or follow this link to apply through our website:** [internship request](https://sable.madmimi.com/c/54723?id=195806.2282.1.3a18e12f7c288b00b345798aece3944a)  Can I also enquire whether there is the possibility of signing a Partnership Agreement or a Letter of Intent with your Institution?  **Available positions:** |

|  |  |
| --- | --- |
| |  | | --- | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Travel Services Assistant:** [Click here for the printable job description](https://sable.madmimi.com/c/54723?id=195806.2283.1.5b24efc4d4a6e542b660d4e387bcb34b)  ▪ 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.   |  |  | | --- | --- | | ▪ | 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. | |

|  |  |
| --- | --- |
| |  | | --- | |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Human Resources Assistant:** [Click here for the printable job description](https://sable.madmimi.com/c/54723?id=195806.2284.1.956825efb66bcdd81aebe90aed847b5e)  ▪ 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 Interns in-house (holidays, overtime, shifts, during and post-internship documents).  ▪ Administrative tasks related to the daily business   |  |  | | --- | --- | | ▪ | 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 Interns in-house (holidays, overtime, shifts, during and post-internship documents). |  |  |  | | --- | --- | | ▪ | Administrative tasks related to the daily business | |

|  |  |
| --- | --- |
| |  | | --- | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Receptionist:** [Click here for the printable job description](https://sable.madmimi.com/c/54723?id=195806.2285.1.ebfbc6a0972df66d0146c4246121dc55)  ▪ Welcoming visitors and introducing them appropriately.  ▪ Answering, screening and forwarding any incoming phone calls to the right department.  ▪ Receive and sorting daily mail.   |  |  | | --- | --- | | ▪ | Welcoming visitors and introducing them appropriately. |  |  |  | | --- | --- | | ▪ | Answering, screening and forwarding any incoming phone calls to the right department. |  |  |  | | --- | --- | | ▪ | Receive and sorting daily mail. | |

|  |  |
| --- | --- |
| |  | | --- | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **IT & Programmer Assistant:** [Click here for the printable job description](https://sable.madmimi.com/c/54723?id=195806.2286.1.bfb1bc5896736c9bb24bfd9cd08085ee)  ▪ Maintenance of printers, multifunctional devices, telephone systems. ▪ Managing IT infrastructure. ▪ Maintenance of the servers.   |  |  | | --- | --- | | ▪ | Maintenance of printers, multifunctional devices, telephone systems. |  |  |  | | --- | --- | | ▪ | Managing IT infrastructure. |  |  |  | | --- | --- | | ▪ | Maintenance of the servers. | |

|  |  |
| --- | --- |
| |  | | --- | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Creative Assistant:** [Click here for the printable job description](https://sable.madmimi.com/c/54723?id=195806.2287.1.be4b0558bc7027c314707953f2d53932)  ▪ 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.   |  |  | | --- | --- | | ▪ | 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 company 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](mailto:hr.manager@thebis.net).  Best Regards,  Camilla Altobelli  HR Manager  hr.manager@thebis.net  0044 203 7611 750 |

|  |
| --- |
| **GDPR – Changes to our Privacy Policy**  We, at the British International School, want to inform you that we have updated our privacy policy, in accordance with the new European General Data Protection Regulation, which came into effect 25.05.18 and will provide you with more control over the usage of your personal data.  Some of our updates include:  • An easy-to-understand explanation of how we use your personal data  • An option to unsubscribe from our mailing chain  • An option to correct or delete any data we have from you  If you have any question about our policy, please contact us or visit our website.  Also, if you would like to unsubscribe and stop receiving these emails and advertisement you can click on the unsubscribe button below.  The BIS Team |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
| ©2018 The British International School | 27-37 Station Road, London UB3 4DX, United Kingdom |