



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 position:

Human Resources:

- 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).
- Teaching, training and coordinating other interns' activities.

We are looking for motivated University students with a background in Languages, Administration and Public & 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".

in partnership with



The BIS Chiswick
Chiswick Park - Building 3
566 Chiswick High Road
London W4 5YA - UK
Tel: +44 (0) 203 7611 710
Fax: +44 (0) 208 5731 648
Email: info@thebis.net

The BIS Hayes
27 - 37 Station Road
London UB3 4DX - UK
Tel: +44 (0) 203 7611 726
Fax: +44 (0) 208 5731 648
Email: info@thebis.net
www.thebis.net

The BIS New York
1270 Broadway New York
NY 10001 - USA
Tel: +1 646 657 2730
Fax: +1 646 657 2750
Email: info.ny@thebis.net
www.thebis.net