



## ***The British International School - Internship Positions***

The British International School, based in London, specialises in school trips, study holidays, and work experience for groups of International students coming to London, other European destinations and New York.

The British International School is always looking for highly motivated and talented interns interested in joining our team and putting 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 position:

### **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 Interns in-house (holidays, overtime, shifts, during and post-internship documents).
- Administrative tasks related to the daily business

We are looking for motivated University students with a background in Languages, Human Resources, Administration and Public & International Relations.

**They can apply sending their CV to [hr.manager@thebis.net](mailto:hr.manager@thebis.net) with the subject line:**

***"BIS HR Assistant"* or follow this link to apply through our website:**  
[http://www.thebis.net/request\\_intern.php](http://www.thebis.net/request_intern.php)



The British International School

*Study Holidays & Work Experience*

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