



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

The British International School ([www.thebis.net](http://www.thebis.net)) is an English organisation specializing in Study Holidays for groups of students 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. 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:

### **Receptionist:**

- Welcoming visitors and introducing them appropriately.
- Answering, screening and forwarding any incoming phone calls to the right department.
- Receiving and sorting daily mail.
- Maintaining security by following procedures and controlling access.

We are looking for motivated University students with a background in International Trade, Business, Public Relations and Foreign languages.

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

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