



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:

Travel Services Assistant:

- 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.

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

They can apply sending their CV to hr.manager@thebis.net with the subject line: "BIS Travel Agency Assistant" or follow this link to apply through our website: [internship request](#)