The British International School, based in London, is proud to present a new and interesting internship programme for international university students. We are aiming to offer students more job opportunities with a wider range of experience.

We are 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.
The available internship positions at the British International School:

**Human Resources Assistant**

- Creating Universities databases and contacting them to recruiting 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).

**Company’s information:**

The British International School, based in London, specialises in school trips, study holidays and work experience for groups of International students aged between 12 and 19, coming to London, other European destinations and New York. Our study programmes aim to develop students’ enthusiasm and interest in learning English through a system which combines education, cultural immersion and entertainment.

**Legal Name of the Company:** International Student Services CS Ltd  
**Trading Name:** The British International School  
**Legal and Head Office:** 27 - 37 Station Road, Hayes, London, UB3 4DX  
**Company Number:** 10073850  
**Exempt of V.A.T:** VAT notice 701/30 Education & Vocational Training  
**Tax code:** 2199421933  
**SIC code:** P-85 – Other Education  
**Number of employees:** 2  
**Legal Representative:** Carmela Altobelli  
**Fiscal code:** LTBCML75S60E435U  
**National Insurance:** SJ559730C  
**Human Resources Representative:** Carmela Altobelli  
**Email:** hr.manager@thebis.net  
**Tel:** 0044 (0) 203 7611 750  
**Web page:** www.thebis.net