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:

Manager Assistant

- Analysing the target market.
- Creating databases of potential customers.
- Promoting the company’s services by contacting potential customers both via email and telephone.
- Creating contracts and issuing invoices for clients.
- Classifying and registering purchase and sales invoices, bank statements and other relevant documents.
- Administrative tasks related to the daily business.

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
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