



## PRESENTATION

The British International School is proud to present a new and interesting Internship programme for International University students, based on our collaboration with partner companies, enabling us to offer students more job opportunities with a wider range of experience.

The companies involved in this project are mainly three:

1) **The British International School** ([www.thebis.net](http://www.thebis.net))

**Legal Name of the Company:** International Student Services CS Ltd

**Trading Name:** 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

**Number of employees:** 3

**Legal Representative:** Carmela Altobelli

**Fiscal code:** LTBCML75S60E435U

**National Insurance:** SJ559730C

**Human Resources Representative:** Carmela Altobelli

**Email:** [hr.manager@thebis.net](mailto:hr.manager@thebis.net)

**Tel:** 0044 (0) 203 7611 713

**Fax:** 0044 (0) 208 5731 648

**Web page:** [www.thebis.net](http://www.thebis.net)

The BIS is an English organisation specialising in Study Holidays for groups of students and Individuals in London, New York and other European destinations.

Our programmes aim to develop students' enthusiasm and interest in learning English, through a system which combines education, cultural immersion and entertainment.

By using excellent English speaking teachers and tour guides and arranging visits to the most important cultural locations and tourist attractions, we aim to ensure the students have a memorable and worthwhile experience.

We organise all the aspects of their stay through our travel services department in order to guarantee the highest levels of quality.

*in partnership with*



The BIS Chiswick  
Chiswick Park • Building 3  
566 Chiswick High Road  
London W4 5YA • UK  
Tel: +44 (0) 203 7611 710  
Fax: +44 (0) 208 5731 648  
Email: [info@thebis.net](mailto:info@thebis.net)

The BIS Hayes  
27 - 37 Station Road  
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Fax: +44 (0) 208 5731 648  
Email: [info@thebis.net](mailto:info@thebis.net)  
[www.thebis.net](http://www.thebis.net)

The BIS New York  
1270 Broadway New York  
NY 10001 • USA  
Tel: +1 646 657 2730  
Fax: +1 646 657 2750  
Email: [info.ny@thebis.net](mailto:info.ny@thebis.net)  
[www.thebis.net](http://www.thebis.net)



The BIS is always looking for highly motivated and talented International Interns interested in joining our team and putting their knowledge into practice.

The main available positions as interns at the BIS are:

- **Travel Services Assistant**

The Travel Assistant is responsible for searching out and booking the services required for the different groups and ensuring the smooth running of the groups ' programmes (visits, transport, reservations, trips, guides and many other aspects of the programme that need to be continuously and carefully monitored).

- **Human Resources Assistant**

Our HR Assistant plan deals with different recruitment procedures which include: evaluation of potential staff, selection, training, monitoring and assistance of new interns in-house.

2) **Herbie** ([www.herbie.eu](http://www.herbie.eu))

**Legal Name of the Company:** Travel Student Services SGA Limited

**Trading Name:** Herbie

**Legal and Head Office:** 27 – 37 Station Road, Hayes, London, UB3 4DX

**Company Number:** 8386167

**Number of employees:** 2

**Legal Representative:** Sergio Piazza

**Fiscal code:** PZZSRG66T19F205H

**National Insurance:** NZ745799B

**Email:** Internship at [www.herbie.eu](http://www.herbie.eu)

**Tel:** 0044 (0) 203 7611 777

**Fax:** 0044 (0) 208 5731 648

**Web page:** [www.herbie.eu](http://www.herbie.eu)

Herbie is a new transportation company for the city of London, which organises private taxis and door-to-door shuttle services from the airports to the clients' own destinations. It also provides a variety of services to tourists at affordable prices. Herbie offers their customers the opportunity to book in their own language.

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The main available positions are:

- **Controllers**

The controllers are in charge of the journey planning, according to the customer's needs. They are responsible for finding the most suitable driver and sending the transfer details, in order to provide the most appropriate service.

- **Customers Service**

The Customer Service department interacts via email/telephone with potential and existing clients, assisting them and providing all the information about our services. In addition, this department is in charge of assisting bookings and payments and checking on the client's satisfaction, once the service has been completed.

- **Hostess/Steward and Promoter position**

Our Hostesses/Stewards welcome clients at the airport. They assist, deliver touristic information and interact with guests in order to ensure they have a great experience.

3) **The Winning Box** ([www.thewinningbox.com](http://www.thewinningbox.com))

**Legal Name of the Company:** London Serviced Offices Limited

**Trading Name:** The Winning Box

**Legal and Head Office:** 27 – 37 Station Road – Hayes – London – UB3 4DX

**Company Number:** 10039315

**Number of employees:** 3

**Legal Representative:** Sergio Piazza

**Fiscal code:** PZZSRG66T19F205H

**National Insurance:** NZ745799B

**Email:** Internship at [www.thewinningbox.com](http://www.thewinningbox.com)

**Tel:** 0044 (0) 203 7611 711

**Fax:** 0044 (0) 208 5731 648

**Web page:** [www.thewinningbox.com](http://www.thewinningbox.com)

The Winning Box is a company which offers a wide range of services to start-up companies. We provide serviced offices, marketing and creative services, IT and finance assistance.

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The main available positions are:

- **Marketing Assistant**

The TWB Marketing department is in charge of analysing and researching target markets, in accordance with the needs of the client companies. Our staff are responsible for managing databases, contacting prospective customers by phone and developing different marketing strategies.

- **Finance Assistant**

The TWB Finance department is responsible for classifying and registering purchases, sales invoices and other relevant documents. They are able to create contracts and issue invoices for clients.

- **Receptionist**

The Receptionist's tasks involve the welcoming of visitors, answering and forwarding of any incoming phone calls to the appropriate department and sorting daily email.

- **IT & Programmer Assistants**

The IT department looks after the management of computers, internet connections and software across the departments. The IT staff make sure that all the computers have access to the great amount of data, as well as checking, updating and repairing programmes and systems. Additionally, the department is in charge of website updates and of its Search Engine Optimisation Management.

- **Creative Assistant**

Our Creative Department manages the layout of the websites (graphic display, content, etc.), of our software and of all the documents that the BIS constantly use with clients and suppliers.

Our three companies have recently relocated to a new site in London, at 27-37 Station Road, Hayes, UB3 4DX. They are all in the same building on an area of 1000 square meters.

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