

Available positions:

TRAVEL ASSISTANT

Travel Services Assistant: [Click here for the printable job description](#)

- 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.

HUMAN RESOURCES ASSISTANT: [Click here for the printable job description](#)

- Creating Universities databases and contacting them in order to recruit 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).
- Administrative tasks related to the daily business

RECEPTIONIST: [Click here for the printable job description](#)

- Welcoming visitors and introducing them appropriately.
- Answering, screening and forwarding any incoming phone calls to the right department.
- Receive and sorting daily mail.

IT & PROGRAMMER ASSISTANT: [Click here for the printable job description](#)

- Maintenance of printers, multifunctional devices, telephone systems.
- Managing IT infrastructure.
- Maintenance of the servers.

CREATIVE ASSISTANT: [Click here for the printable job description](#)

- Creating several visual supports such as logos, brochures and advertising images.
- Developing web pages and managing webmaster tools and plug-ins.
- Management of Social Media networks.

The internships within our company are of a minimum of 3 months, with a minimum requirement of level B2 in English.

If you have any queries, please do not hesitate to contact me via email at hr.manager@thebis.net.

Camilla Altobelli

HR Manager

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