



SALES - MARKETING - FINANCE Departments

The British International School, an English school specialising in Study Holidays for groups of students and individuals in London, New York and other European destinations, presents a new and exciting programme of Internships at the BIS. This is based on our collaboration with partner companies which enables us to offer students more job opportunities with a wider range of experience.

The BIS is always looking for highly motivated and talented individuals to join their team and put their knowledge into practice.

Tasks for the **Sales, Marketing, Finance Departments** positions are as follow:

- Analysing and researching the target market.
- Working in our call centre, contacting prospective customers in the intern's mother tongue language or in English.
- Checking all the leads.
- Collaborating within the three departments in order to develop objectives and sales strategies according to the targeted products and markets.
- Planning and setting up new strategies to enhance the partnerships with agents.
- Interacting directly with potential, new and existing clients.
- Developing and maintaining customer relationships.
- Promoting products and services.
- Resolving face to face, telephone and mail queries.
- Implementing promotional activities.
- Teaching, training and coordinating other interns' activities.
- Performing administrative activities (*finance department only*).
- Analysing weekly profit and percentage of covered costs based on the past weeks sales (*finance department only*).
- Updating financial data in the Sage software (*finance department only*).

We are looking for motivated people with a background in Marketing, Business, Sales, Languages and Finance.

This position is unpaid but interns have the opportunity to attend Business and General English classes free of charge with CELTA qualified teachers with a certificate of attendance. Further advantages are the possibility to join our tours and activities throughout London as well as enjoying an international stimulating working environment.

The references provided by the BIS have so far proved to be particularly useful for our interns, which have enabled some of them to have access to very successful careers.

Please feel free to send your CV to hr.manager@thebis.net with the subject line:

"Sales, Marketing, Finance Departments"

in partnership with

