

Bloom Consulting

Countries Regions and Cities

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Internship Position - Analyst

Madrid, 2017

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We are currently seeking to recruit an intern to join Bloom Consulting in Madrid, Spain, as an Analyst. The Analyst should be a bachelor or master student (or graduated) with a Business degree background.

If you are a hardworking, committed, responsible and highly motivated person able to take initiative, contact us!

Position	Earliest Internship Starting Date	Duration
Analyst	September 2017	3-6 months

1. Job Description

The main role for the Analyst position is to help and support project managers in internal and external projects. The tasks may include:

- a) Responsibility for specific tasks and projects that will involve preparing, maintaining and administrating corporate documents as well as monitoring and reporting results to the top management.
- b) Development of new internal projects and the improvement of existing projects.
- c) Gathering, collecting, analyzing, and reporting different types of data.
- d) Conducting research, which will include consulting external sources (e.g., official databases), elaborating surveys, reviewing publications and browsing the Internet for data sources and information.
- e) Processing Excel figures and PowerPoint presentations.
- f) Writing final reports and presentations.

2. Requirements

- a) Strong analytical and problem-solving skills, with a proven ability to meet deadlines and give attention to detail.
- b) Fluent in speaking, reading and writing in English.
- c) An excellent working knowledge of Microsoft Office Word, Excel and PowerPoint packages.
- d) Interns are required to have valid health insurance coverage for the entire duration of the internship.
- e) You should bring your own laptop with Microsoft office programs (Excel, Word, PowerPoint).
- f) Minimum duration of internship is 3 months.

3. Desired Skills from you

- a) Entrepreneurial mindset to approach projects and tasks.
- b) Ability to take initiative and proactive approach.
- c) Accountability, good communication skills and enthusiasm.
- d) Knowledge of SQL, VBA, or other program language will be considered as an advantage.

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4. What we offer

- a) Personal development - we provide a chance for our trainees to face a real challenge. Interns work on the front line of projects and are given a lot of responsibility, which greatly enriches their skills and CVs.
- b) We give the opportunity to experience work in an international consulting company, in a multicultural environment.
- c) An internship at Bloom Consulting is a chance to acquire not only valuable experience but also new skills, to test your knowledge, responsibility, and ability to carry out a project.
- d) During the internship, you will meet many new people from all over the world and have an opportunity to enlarge your network.
- e) Each intern gets an evaluation certificate describing the tasks, achievements, and final grade, which will help you in your job search. If the intern gets a high grade in the evaluation, he or she will receive a letter of recommendation signed by the CEO, which will be extremely valuable for job and university applications. In addition, Bloom Consulting is always happy to give references for interns who demonstrated great results. An exceptionally high percentage of the interns, who received a recommendation letter from the CEO, get a job thanks to experience and references obtained at Bloom Consulting.

5. How to apply

Send an email to hr@bloom-consulting.com with a **CV** and **Cover Letter** attached.

6. About Bloom Consulting

Bloom Consulting, headquartered in Madrid since 2003, is an international Consulting company specialised in intelligence and the development of strategies for countries, regions and cities around the world in the fields of Tourism, Investment, Exports, Talent and Prominence. Forbes, The Economist, CNN and BBC have interviewed us as world experts in Place Branding. In our client list are governments such as Germany, Austria, Sweden, Finland, Norway, Spain, Portugal, Macau, Costa Rica and many others.

Please visit www.bloom-consulting.com for more information.