

Bloom Consulting

Countries Regions and Cities

Bloom Consulting

Internship Position – Project Manager

Madrid, 2017

Bloom Consulting

Countries Regions and Cities

We are currently seeking to recruit an intern to join Bloom Consulting in Madrid, Spain, as a Project Manager. The intern should be a master student (or recent graduate), ideally with a Business Administration or Project Management background.

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

Position	Earliest Internship Starting Date	Minimum Duration
Project Manager	June 2017	6 months

1. Job Description

The tasks of the Project Manager position may include:

- a) Managing multiple projects simultaneously.
- b) Leading complex internal and external projects with team sizes ranging from 2-10 people.
- c) Facilitating project meetings and communicating ongoing project statuses to top management.
- d) Managing and planning deadlines and tasks for other team members.
- e) Clarifying and communicating project objectives and success criteria.
- f) Managing progress and quality reviews of projects, actively sharing knowledge and learning from project experiences.
- g) Managing documentation (e.g., project plans and templates, databases, new/updated processes).

2. Requirements

- a) Strong organisational, 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) Excellent relationship management skills, as well as strong leadership and team management skills.
- 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 6 months.

3. Desired Skills from you

- a) Accountability, proactivity, good communication skills, and enthusiasm.
- b) Experience in managing multiple projects simultaneously (preferably in an integrated program).
- c) Ability to work with little supervision in a very dynamic and deadline-sensitive work environment.
- d) Knowledge of SQL, VBA, or other program language will be considered as an advantage.

Bloom Consulting

Countries Regions and Cities

4. What we offer

- a) Personal development - we provide a chance for our trainees to face a real challenge.
- b) Interns work on the front line of projects and are given a lot of responsibility, which greatly enriches their skills and CV's.
- c) We give the opportunity to experience work in an international consulting company, in a multicultural environment.
- d) 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. 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.