

**Bloom Consulting**

Countries Regions and Cities

# Bloom Consulting

Internship Position –HR Manager

Madrid, 2017

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To support our team in Madrid, Spain, we are looking for an HR Manager Intern. The HR Manager should be a bachelor or master student (or graduated) with a Business, Psychology or Human Resources degree background.

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

Position	Earliest Internship Starting Date	Duration
Human Resources Manager	1 <sup>st</sup> of July 2017	6 months

## 1. Job Description

The main tasks of an HR Manager may include:

- a) Communication with applicants.
- b) Creating job advertisements and contacting universities.
- c) Monitoring and maintaining the HR databases.
- d) Managing the recruitment process (analysing CVs, conducting Skype interviews, etc.).
- e) Leading the training exercises and first day activities for new interns.
- f) Dealing with administrative tasks relating to new interns and leaving interns.
- g) Creating a strategy on how to manage the productivity and motivation of interns.
- h) Preparing teambuilding activities.

## 2. Requirements

- a) Fluent in speaking, reading and writing in English.
- b) Excellent communication skills.
- c) Knowledge of methods of the recruitment process.
- 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, creativity, and enthusiasm.
- b) Experience with managing and leading people.
- c) Organisational skills, with a proven ability to meet deadlines.
- d) An excellent working knowledge of Microsoft Office Word, Excel and PowerPoint.
- e) Ability to take initiative and proactive approach.

## 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 CV's.
- b) We give the opportunity to experience work in an international consulting company, in a multicultural environment.

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- 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](http://www.bloom-consulting.com) for more information.