Bloom Consulting
Position - Project Manager
Madrid, 2014
Job description

We are currently seeking to recruit an intern to join Bloom Consulting in Madrid, Spain, as a **Project Manager**. The Project Manager should be a master student (or graduated) with a Business Administration or Project Management background; job experience in project management preferred.

**Job description**

The main role for the Project Manager position is to manage Bloom Consulting projects and a team. The tasks may include:

– Managing multiple projects simultaneously.
– Leading complex internal and external projects with team sizes ranging from 1-15 people.
– Facilitating project meetings and communicating ongoing project status to CEO and managing partner.
– Managing and planning deadlines and tasks for other team members.
– Providing purpose, direction and motivation to team.
– Clarifying and communicating project objectives and success criteria.
– Maintaining a positive environment that promotes individual development and high performance standards.
– Managing company events such as trainings and internal initiatives.
– Managing progress and quality reviews of projects. Actively sharing knowledge and learning from project experiences.
– Managing documentation (e.g., project plans and templates, data bases, new/updated processes, checklists or work breakdowns).
– Creating and performing evaluation metrics.

<table>
<thead>
<tr>
<th>Position</th>
<th>Deadline for application</th>
<th>Starting date</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Project Manager</td>
<td>May 2014</td>
<td>16th of June 2014</td>
<td>6 months</td>
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**Skills**

– Entrepreneurial mind-set to approach projects and tasks.
– Experience managing multiple projects simultaneously (preferably in an integrated program).
– Ability to use own initiative and proactive approach; ability to work with minimal supervision in a very dynamic and timeline sensitive work environment.
– Strong organizational, analytical and problem solving skills, with a proven ability to meet deadlines and give attention to detail.
– Excellent relationship building skills, as well as strong leadership and team management skills.
– Solid understanding of project management tools and approaches to manage complex, multi-disciplinary projects and the flexibility to lead diverse, international and dynamic team.
– Accountability, creativity, good communication skills and enthusiasm.

Follow us on:
− Experience and interest in supporting new business initiatives.
− Fluent at speaking, reading and writing in English.
− Ability to work as part of a team and also as an individual.
− A good working knowledge of Microsoft Office Word, Excel and PowerPoint packages.

NOTES:
− Interns are required to have valid health insurance coverage for the entire duration of the internship.
− You should bring your own laptop with Microsoft office programs (Excel, Word, PowerPoint).
− Internship is not remunerated.

What we offer?
− 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.
− We give the opportunity to experience work in an international consulting company, in multicultural environment.
− 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.
− Network – during the internship you will meet many new people from all over the world and have an opportunity to enlarge your network.
− Recommendations – 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 which demonstrated great results. An exceptionally high percentage of the interns, who received a recommendation letter by the CEO, get a job thanks to experience and references obtained at Bloom Consulting.

How to apply:
Send an email to analysis@bloom-consulting.com with a CV and Cover Letter attached.

About Bloom Consulting
Bloom Consulting is an international consultancy company, with headquarters based in Madrid, Spain. Bloom Consulting expertise lies in country branding, the development of strategies for countries and private companies, as well as human resource management. We have been interviewed by the Economist and Forbes Magazine, and have been categorized as one of the key players in the world in this matter. We work hand in hand with many governments, as can be attested by our work with the Latvian, Polish, Portuguese, Spanish, Brazilian and Bulgarian governments. www.bloom-consulting.com