Bloom Consulting
Internship position – HR Manager
Madrid, 2014
Internship description

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

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

Job description
The main role for the HR Manager position is to manage the internal and external (internships) HR for the company. The tasks may include:

– Communication with internship applicants; creating job advertisements and contacting universities.
– Monitoring and maintaining the HR databases.
– Managing recruitment process (analysing CVs, conducting Skype interviews etc.).
– Leading the training exercises and first day activities for new interns.
– Dealing with administrative tasks relating to new interns and leaving interns.
– Creating a strategy on how to manage the Bloom Consulting Alumni.

<table>
<thead>
<tr>
<th>Role</th>
<th>Deadline for application</th>
<th>Internship starting date</th>
<th>Placement period</th>
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<tbody>
<tr>
<td>HR Manager</td>
<td>June 2014</td>
<td>17th of July 2014</td>
<td>3-6 months</td>
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Skills

– Entrepreneurial mind-set to approach projects and tasks.
– Ability to use own initiative and proactive approach.
– Accountability, creativity, good communication skills and enthusiasm.
– Fluent at speaking, reading and writing in English.
– Organizational skills, with a proven ability to meet deadlines and give attention to detail.
– 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.

NOTE:

– 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