

Internship centre

<https://internshipcentre.com/?p=749>

Human Resources internship

Description

Internship Centre is a brand new organization in the internship market, finding personalised options for students. Collaborating with many trusted companies in diverse fields we can offer you the best opportunities to do your internship in Spain or in many other countries.

Our collaborator is a leading creative agency with a training center placed in Barcelona . Company provides also business solutions in the field of marketing, graphic designing, event planning, recruitment and financial analysis. Currently they are looking for new candidates to join for the Human Resources internship .

Responsibilities

- **Running recruitment processes**
- Developing job descriptions
- Checking application forms
- Preparing and posting job advertisements on social media services: LinkedIn, Facebook etc.
- Interviewing and selecting candidates
- Administrative support
- Administrative duties such as making copies, answering emails

Qualifications

- Representative attitude
- Proactive work ethic
- Great social skills
- Willingness to learn
- Abilities to communicate in English

Job Benefits

- friendly atmosphere at comfortable office
 - working experience on human resources campaigns
 - great item for your CV
 - flexible schedule (internship may be both part-time or full time)
 - mentoring
 - possibility of participating in wide variety of tasks
 - high commission for your successfully completed projects •
- certificate of internship participation after finished internship

Hiring organization

Internship centre

Employment Type

Internship

Job Location

Barcelona, Spain

Date posted

01/09/2020