

Internship centre

<https://internshipcentre.com/?p=753>

Human Resources internship

Description

Our collaborator is Temporary Job Agency in Madrid . As a leader in Recruitment sector the company has expanded its structure and it's looking for new interns.

Tasks

- maintaining the work structure by updating job requirements and job descriptions for all positions,
- ensure that accurate job descriptions are in place,
- provide advice and assistance with writing job descriptions,
- schedule and organize interviews,
- contact with clients
- counseling managers on candidate selection,
- identify training and development opportunities.

Qualifications

- representative attitude
- Proactive work ethic
- Great social skills
- willingness to learn
- Abilities to communicate in English

Benefits

- working experience in Human Resources
- friendly atmosphere at work
- great item for your CV
- flexible schedule
- professional training on recruitment tools
- certificate of internship participation after finished internship

Hiring organization

Internship centre

Employment Type

Internship

Job Location

Madrid, Spain

Working Hours

2

Date posted

01/09/2020

