

Internship centre

<https://internshipcentre.com/?p=757>

Legal internship

Description

Our collaborator is Law company in Sevilla. Currently they are looking for new talented interns to join their company . Available position: Intern at Legal department

Responsibilities

- implementation of new procedures in the field of Labor Law
- archiving of personnel documentation
- communication with company employees through support of a dedicated mailbox
- testing new solutions to improve the work of the section

Qualifications

- preferred fields of study: economics, administration, IT majors
- great organization of own work
- English at the communicative level
- knowledge of the MS Office program

Job Benefits

- the opportunity to gain experience in a private company
- support for the substantive supervisor during the internships
- a friendly, informal atmosphere in the workplace
- free snacks and drinks at the office

Hiring organization

Internship centre

Job Location

Sevilla, Spain

Date posted

01/09/2020