

## Full-time internship position: **HR Manager** Madrid (on-site or hybrid)

### Job detail

Internship: Full time / On-site or hybrid / 3-12 months.

### About Bloom Consulting

Bloom Consulting is a global consulting firm specializing in Nation and City Branding and Placemaking, working for countries, regions, and cities across six continents since 2003. Our clients include government leaders, mayors, directors of tourism bureaus, trade and investment agencies. Our specialization makes Bloom Consulting one of the most advanced and globally renowned companies in the sector. In addition, Bloom Consulting is an official data partner of the World Economic Forum. The World Bank and the European Travel Commission use our data for measurement purposes. Furthermore, our Madrid team is characterized by its **youthful** and **international composition**, fostering a dynamic and **diverse work environment**. The internship at Bloom Consulting offers a **personalized and adaptable approach** to work-life balance.

[www.bloom-consulting.com](http://www.bloom-consulting.com)

### Internship Description

We are seeking to recruit a **Human Resources Manager Intern** to join our company for a curricular internship. The main role of the HR Manager Intern position is to help and support the internship supervisor, Bloom Consulting COO (Chief Operations Officer), on the Bloom Consulting Internship Program, HR activities, and other corporate projects and tasks.

The internship working model can be adapted to the needs and preferences of the intern - on-site or hybrid.

Your tasks may include the following:

- Communication with internship applicants and universities.
- Creating and promoting internship advertisements.
- Monitoring and maintaining the HR databases, documents, and email.
- Managing the recruitment process (analyzing CVs, tasks, conducting remote interviews, etc.).
- Leading the training exercises and activities for new interns.
- Dealing with administrative tasks relating to the new and leaving interns.
- Creating a strategy on how to manage the productivity and motivation of interns.
- Preparing team building activities etc.

### What do we offer?

Bloom Consulting's Internship Program has been in place since 2010. It is essential to us that you have a positive experience while working with us:

- Professional Development.
- Personal Development.
- Career Development/exposure to a global environment.
- Mentorship and Guidance.
- Work on-site, or hybrid.
- Flexibility.

## What you will need to succeed

Key qualifications:

- **Bachelor or Master** in HR, Business, Psychology, or similar.
- **High level of English** (speaking, reading, and writing), as it is the company's official language.
- Professional attitude, accountability, enthusiasm, and willingness to work hard.
- Ability to take the initiative and proactive approach.
- Excellent communication, organizational, and planning skills, with a proven ability to meet deadlines.
- Good working knowledge of Microsoft Office Word, Excel, and PowerPoint.
- Knowledge of methods of the recruitment process.
- Previous experience may be a plus, but it is not mandatory.

Requirements:

- The general requirement for all interns is to have a **university internship agreement** with Bloom Consulting (an agreement provided by your university or an internship program such as Erasmus+).
- Valid health insurance coverage for the entire internship duration (in case of a physical internship).
- Laptop with Microsoft Office programs (Excel, Word, PowerPoint) and internet access (in case of a hybrid working model).
- **This internship is unpaid.**
- The minimum duration of the internship is 3 months.

## How to apply

Send an email to [hr@bloom-consulting.com](mailto:hr@bloom-consulting.com) with a **CV and Cover Letter** attached.

Join our office in Madrid!

