

HUMAN RESOURCES ASSISTANT INTERNSHIP IN VALENCIA SPAIN

DESCRIPTION OF THE COMPANY:

A dynamic recruiting company that works with Erasmus+ Traineeship grants and Erasmus Entrepreneurs programme and aims at becoming a leader on the market. The main objective of the company is to help young talented trainees to find a perfect place for the best internship experience. They do so by cooperating with a number of companies in different areas providing candidates with a wide range of choices. High performance and positive results are guaranteed by a young and dynamic team of the company.

DURATION: 6 months

START DATE: 17th February, 2020

TASKS:

- Organising interviews for candidates as requested by the client
- Preparing and managing selection Interviews
- Developing job descriptions and specifications
- Help with translations into native language
- Searching for new candidates
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes scheduling appointments, preparing presentations (internally and externally)
- Work with corporative tools (CRM, e-mail, phone, social media)

WORKING HOURS: 30 hours per week

LANGUAGES: English (at least B2)