

## 4785 - Human resources assistant

<b>Location:</b>	Sevilla, Spain
<b>Languages:</b>	English (Advanced)
<b>Fields:</b>	Human resources, Business

### Description:

Spain Internship was established in 2010 by highly motivated internationals. We offer internships and traineeships services for students and graduates worldwide. Spain Internship Student Agency is proud to be a young innovative and ambitious company which strives to find the right interns for the right company. We are constantly trying to extend our programs, to make the experience abroad for everyone as good as possible. You can be a part of this process, by helping us in our office.

### Tasks:

#### Human resources

- Interviewing possible candidates
- Evaluating their qualifications regarding the positions
- Revising the candidates CVs to ensure a good match with the company

#### Customer service

- This is done via email, phone and Skype
- Using the CRM system to ensure a good information flow
- Maintenance of the databases

#### Online marketing

- Creating social media content (Facebook, Twitter, Google+ and LinkedIn)
- Initiate contact via social media
- Manage social media accounts

#### International relations

- Arrange collaborations with universities
- The student's interest can influence this task

### Requirements:

- Good level of English
- Spanish would be a plus
- Open and friendly
- Able to work in a team

**Benefits:** Unpaid, possibility to apply Erasmus+ scholarship from your university

### Internship hours:

30h/week, from Monday-Thursday,  
2 shifts morning 8:00-14:30 and afternoon 13:30-20:00  
Friday 8:00-12:00 and 12:00-16:00

### Location:

Seville, Spain