

**Human Resources Department**

The interested students/workers will be working in our HR department, which is in charge of ensuring that the company hires the right persons and at the same time of keeping our team motivated. Working side by side with our Human Resource manager will give them the opportunity to learn how deal with daily problems, solve upcoming issues and participate in the HR meetings. The position requires constant communication with our international staff.

**Key Responsibilities:**

* Recruitment process, including job interviews, Curriculum Vitae evaluation
* Contact person for employees and interns
* Interpretation and clarification of company’s policies and practices
* Tracking employees and interns working efficiency
* Maintainment of personal files
* Network with external parties
* Organization and coordination of employee events, when required
* Conduction of orientation for new employees

**Key Qualifications:**

* Student pursuing a Bachelor’s or Master’s degree in Business Management, Human Resource Management or related fields
* Strong written and verbal communication skills in English, Spanish at medium level
* Strong working knowledge of Microsoft PowerPoint, Word and Excel
* Familiarity and high comfort level of working with systems and databases, including assessing, analyzing and presenting data
* Capacity of integrating in an international and fast-paced environment
* Excellent time management skills with the ability to deal with multiple tasks

CV/resumes and cover letters can be sent to internships@barcelona-home.com.

