

Department:	Human Resources	Company field:	Temporary Employment
Position available:	Recruitment Assistant	Location:	Valencia
Size of the company: <u>Less than 15 workers</u> / Between 15 and 35 / Between 35 and 100 / More than 100 workers			
Company profile: The company is one of the major ones in the field of temporary employment in Valencia and offers its service in different branches offering jobs to people and bringing work force to employers. The company is looking for a motivated intern who will support them in their daily work. The intern will gain important insights into the work in the field of human resources.			

1. DETAILS OF THE INTERNSHIP PROGRAM

Dates available:	All year around (February preferred)	Minimum length:	4 Months
Nº of hours at week:	15-25	Schedule:	9.00 – 14.00 or 15.00-19.00
Language required 1:	Spanish (Advanced)	Language required 2:	-
Offered help:	60 €/month (for transport)	Posts available:	2

Studies required: Studies in Human Resources or related fields

Job description:

The student will be involved in the following tasks: Recruitment of candidates, client attendance in person and on the phone, documentation and filing, data base search and management