



# IES Consulting – Your internship abroad!

## Headhunting Consulting in **BARCELONA**

**WHERE?** Barcelona, Spain

**WHEN?** February 2016

**DURATION:** minimum 3 months

**HOW MANY HOURS?** Full-time, 40h/week



Executive search HR consultancy founded in 2003. They work on an international level for more than 500 client companies. They have a young and ambitious team, always striving to improve their service.

### The tasks are varied:

Tasks include:

- Identifying target populations of candidates via the company database, online databases (such as LinkedIn), conference websites, Google searches, and information gleaned from other market research
- Data entry and update of in-house databases
- Research of specialty market areas including informing yourself and sharing important trends as gleaned through the news and other sources
- Clear tracking of communications
- Mining of in-house and external databases for information
- Work closely with Account Managers on roles where they will outline specific needs where you ensure you possess a good understanding of the business need
- Work with Operations on best practices
- General day-to-day support to the consultant/manager
- Preparation of search briefs, candidate reports and other reports
- Acting as executive assistant to the directors, including managing paperwork and handling scheduling
- Providing office management services, such as dealing with suppliers

Before you start recruitment process, please check with your school if they would accept UNIVERSITY AGREEMENT which needs to be signed at the end of recruitment process.

There is a possibility to do the internship part-time with a salary of 5 euros / hour.

High possibility of being hired after the internship.

### We are looking for:

- Studies: HR, Psychology,
- Languages: **HIGH ENGLISH**

### We offer:

- Remuneration: **800€/month**
- Interesting tasks, international and pleasant work environment

**APPLY NOW!** Please send us your CV in English or Spanish to

**[interns@ies-consulting.es](mailto:interns@ies-consulting.es)** with the title [hr BCN](#)