

9755 - Paid Human Resources and Labor Department internship in Madrid

Location:	Madrid, Spain
Languages:	Spanish (Beginner) and English (Advanced)
Fields:	Human resources, Law
Extra benefits:	Salary of 1000-1200 €.

Description:

Our partner is a renowned consultancy firm situated in the heart of Madrid, specializing in providing comprehensive consulting services related to tax and labor regulations. They excel in navigating the intricate landscape of Spanish labor regulations, primarily serving international corporations. At present, they are actively seeking an intern who is eager to enhance their skills through a legal and administrative internship within the Human Resources department. If you are a driven individual with aspirations to grow in a dynamic and international environment, this internship provides a unique opportunity to gain hands-on experience in the intricate world of legal and administrative HR functions.

Tasks:

- Registering, updating, and communicating employee information to Social Security and other Public Employment Services.
- Reporting any workplace accidents to the relevant authorities.
- Managing temporary disabilities of employees from client companies in coordination with Social Security.
- Overseeing and executing monthly payroll processes.
- Collaborating in the development of web portals for employees to access personal documents such as payrolls, certificates, and data modifications.
- Providing support in legal consultations.
- Drafting straightforward legal documents in English

Requirements:

- Proficiency in English.
- Intermediate Spanish (most of the clients are English speakers but it is useful to have a Spanish base)
- Favourable but not necessary- Fluent in Dutch.
- Undergraduate degree in higher education.
- Highly motivated
- A desire for international exposure.
- Educational background in fields such as HR, business, law, or administration.
- Proficiency in the Dutch language is a valuable asset.

Benefits:

- Monthly stipend of 1,000-1,200€ (for full-time positions).
- Flexible work schedule, offering both part-time (9:00 AM to 3:00 PM) and full-time (9:00 AM to 6:30 PM) options.

Location- Madrid

Minimum duration- 6 months