Critizen.com is a digital and mobile App that lets users criticize any company or establishment without having to queue, fill in forms, raise your voice or waste time. We make sure all the complaints are sent to the companies and provide a dashboard for companies to manage them. We are based in Madrid, and we are currently looking for HR Intern – US Student

**Responsibilities:**

**Assist in recruiting and staffing efforts:**

- Source candidates via database, Internet, cold calling, networking, and other creative sourcing activity techniques to generate additional candidates.
- Verify candidates’ reference.

**General administrative duties** for department as needed including filing, scanning, updating employee records, sorting mail, data entry, and conducting research.

**Desired Skills and Experience:**

**Skills:**

- Fluency in both written and spoken Spanish and English is essential.
- Good communication skills.
- Handle personal and confidential information in a professional manner.
- Pro-activity and self-initiative.
- Well organized (multi-tasking and strict deadlines)
- Fully responsibility of the assigned tasks.

**Experience:**

At least 6-9 months as an intern in a staffing/recruiting agency (IT profiles)

- Knowledge of IT Recruitment Sites in the US market is a plus
- Knowledge of US Employment Law is a plus

**Program:**

6 months program. Can be renewed or converted into full-time depending on performance and needs.

**Education:**

- Degree in Psychology, Law (labor), etc.
- Master / Professional Studies in Human Resources

**Technical skills**

Excellent IT skills with excel

Love of all things internet – skilled at searching for “needles in a haystack”

To apply, please send your resume to bolsatrabajo-madrid@slu.edu