WHO ARE WE?

People Global Relocation® is a Spanish Company specialized in providing Mobility and Relocation Services to other companies and individuals.

PGR went public in 2012, providing mobility solutions to companies that move and/or expand their businesses and to individuals, who establish their “homes” in a new location. Our Company always strives to follow a familiar path. Every consultant specialized in this sector approaches each new expatriate in a unique and exceptional manner, from their arrival to the finalization of each process. Naturally, this extensive process fosters a secure and confident establishment for the expatriate.

Are you ready to experience the various sides of HR when it comes to global mobility? Are you curious about all the questions that come forth when an organization sends out or receives employees from other countries? We are looking for an intern HR Global Mobility who can support the Global Mobility Team and help us with all the questions arising from the cross border movements.

RESPONSABILITIES

- Assist the Global Mobility team with the coordination and support of all Expat.
- Assist in the coordination and process of standard visa applications.
- Support the team to ensure compliance and adherence to tax, visa and social security laws.
- Assist with all onboarding matters i.e. social security, driver’s license, schools, banking and insurance.
- A variety of administrative & financial tasks such as Insurance applications, e-filing, preparing International contracts & Cost Sharing Agreements.
- Prepare and compile presentations.

REQUIRED SKILLS

- A Student or a graduate, finishing Bachelor's degree or above
- Proactive person with strong communication skills in both English and Spanish
- Ability to set priorities, follow tasks to completion and work in accordance with deadlines
- Knowledge of other languages would be valuable
- Excel / Office applications / Social Media

WEEKLY WORKING HOURS: 20

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