



Digital Demand – D2

Internship Position – HR Manager

Madrid, 2018

We are currently seeking to recruit an intern to join Digital Demand – D2 in Madrid, Spain, as a HR Manager to support our team. The HR Manager should be a bachelor or master student (or graduated) with a Business, Psychology or Human Resources degree background.

If you are a hardworking, committed and highly motivated person, responsible and able to take initiative contact us!

Position	Earliest Internship Starting Date	Duration
Human Resources Manager	November 2018	4-6 months

1. Job Description

The main tasks of an HR Manager may include:

- a) Communication with applicants.
- b) Creating job advertisements and contacting universities.
- c) Monitoring and maintaining the HR databases.
- d) Managing the recruitment process (analysing CVs, conducting Skype interviews, etc.).
- e) Leading the training exercises and first day activities for new interns.
- f) Dealing with administrative tasks relating to new interns and leaving interns.
- g) Creating a strategy on how to manage the productivity and motivation of interns.
- h) Preparing team building activities.

2. Requirements

- a) Fluent in speaking, reading and writing in English.
- b) Excellent communication skills.
- c) Knowledge of methods of the recruitment process.

3. Desired Skills from you

- a) Accountability, creativity, and enthusiasm.
- b) Experience with managing and leading people.
- c) Organisational skills, with a proven ability to meet deadlines.
- d) A good working knowledge of Microsoft Office Word, Excel and PowerPoint.
- e) Ability to take initiative and proactive approach.

4. Formal Requirements

- a) The general requirement for all interns is to have a university-internship agreement with Digital Demand – D2 (Agreement provided by your university or any internship program such as Erasmus+).
- b) Valid health insurance coverage for the entire duration of the internship.
- c) Own laptop with Microsoft office programs (Excel, Word, PowerPoint).
- d) Minimum duration of internship is 4 months.

5. What we offer

- a) Personal development - we provide a chance for our interns to face a real challenge. Interns work on the front line of projects and are given a lot of responsibility, which greatly enriches their skills and CVs.
- b) We give the opportunity to experience work in an international Big data company, in a multicultural environment.



- c) Each intern gets an evaluation certificate describing the tasks, achievements, and final grade, which will help you in your job search. If the intern gets a high grade in the evaluation, he or she will receive a letter of recommendation signed by the Managing director, which will be extremely valuable for job and university applications. In addition, Digital Demand – D2 is always happy to give references for interns who demonstrated great results. An exceptionally high percentage of the interns, who received a recommendation letter from the Managing director, get a job thanks to experience and references obtained at Digital Demand – D2.

6. How to apply

Send an email to educaops@gmail.com with a **CV** and **Cover Letter** attached.

7. About Digital Demand – D2

Digital Demand – D2© is a Big Data company that provides analytic insights and intelligence about Countries, Regions and Cities.

Our proprietary software reveals the appeal by gathering all searches performed on a global level towards Countries, Regions and Cities. Every year, we publish the Digital Country and Digital City Indexes which measure the interest and performance of countries and cities in the areas of Tourism, Investment, Export, Talent and National Prominence.

The World Economic Forum includes Digital Demand - D2© data in their Travel and Tourism Competitiveness Index 2017 edition as a source to assess global touristic appeal.

Since 2014, the Digital Demand- D2© tool has been used by over 20 organizations.

Please visit <http://www.d2digitaldemand.com/> for more information.