

Bloom Consulting

Countries, Regions and Cities

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Position - Project Manager

Madrid, 2015

Project Manager Internship

About Bloom Consulting

Bloom Consulting is an international consulting company, with headquarters based in Madrid, Spain. Bloom Consulting's expertise lies in country branding and the development of strategies for countries and cities. We have been interviewed by the Economist and Forbes Magazine, and have been categorized as one of the key global players in this matter. We work hand in hand with many governments, as can be attested by our work with the Latvian, Spanish, Brazilian, and other governments. For more information see www.bloom-consulting.com.

To support our team in Madrid, Spain, we are looking for a **Project Manager Intern** for 6 months. The Project Manager should be a master student (or recently graduated), ideally with a Business Administration or Project Management background.

The position may include

- Managing multiple projects simultaneously
- Leading complex internal and external projects with team sizes ranging from 2-10 people
- Facilitating project meetings and communicating ongoing project statuses to top management
- Managing and planning deadlines and tasks for other team members
- Providing purpose, direction and motivation to the team
- Clarifying and communicating project objectives and success criteria
- Maintaining a positive environment that promotes individual development and high performance standards
- Managing company events such as trainings and internal initiatives
- Managing progress and quality reviews of projects, actively sharing knowledge and learning from project experiences
- Managing documentation (e.g., project plans and templates, data bases, new/updated processes)
- Creating and performing evaluation metrics

What we expect

- Excellent relationship building skills, as well as strong leadership and team management skills
- Accountability, proactivity, creativity, good communication skills and enthusiasm
- Experience in managing multiple projects simultaneously (preferably in an integrated program)
- Strong organizational, analytical and problem solving skills, with a proven ability to meet deadlines and give attention to detail
- Ability to work with little supervision in a very dynamic and deadline-sensitive work environment
- Fluent at speaking, reading and writing in English
- Ability to work in a team as well as individually
- Passion for consulting and country branding

What we offer

- Personal and professional development plan—We offer a personal Intern Development Plan for every intern to develop hard skills and soft skills with several evaluation and feedback meetings during the course of the internship
- Top Management Involvement – We provide a chance for our interns to face a real challenge and work directly with senior management, interns actively participate on front line of projects and are given a lot of responsibility
- International Environment – During the internship you will work with people from different cultural backgrounds and have the opportunity to enlarge your international network
- Personal Recommendations – Top performing interns get personal recommendations from senior management, every intern receives an internship certificate describing the tasks and achievements

Please note

- Interns are required to have a valid health insurance for the duration of the internship
- Interns need to bring their own laptop with Microsoft office programs (Excel, Word, and PowerPoint)
- The internship is not remunerated

How to apply

Send an email to hr@bloom-consulting.com with an English **CV** and **Cover Letter** attached.