

INTERNSHIP

HR & Office Management

(f/m/d/ – Full-time – Munich)

At Bloom, we live and breathe digital in an everchanging business environment. We combine passion in developing business and marketing strategies for a digitized world with a strong entrepreneurial spirit.

Our approach is entrepreneurial: driven by individual passion and a strong bias towards business impact. With our strategy consulting teams and our technology teams in Munich and Berlin we help global brands building digital businesses. We are substantially growing our teams of consultants, entrepreneurs, product designers and developers in Munich and Berlin in the coming years. We are looking for smart and curious students with a passion for digital marketing, technology and entrepreneurship to join us as intern or working student.

YOUR CAREER AT BLOOM PARTNERS

At Bloom we believe that working closely together with great team members is the best foundation to deliver exceptional value for our clients. Our culture and our people are essential to archive this goal. At Bloom Partners you will take over responsibility from day one.

These are some of the tasks you will be responsible for:

- You assist in employer branding campaigns (developing, implementing and maintaining recruiting campaigns, including the tracking of relevant recruiting channels)
- You independently monitor the application processes (soliciting feedback, scheduling of interviews, following-up on appointments)
- You assist in the onboarding process of new employees
- You take care of our office, our meeting room, office supplies and you don't mind running errands occasionally
- You assist in preparatory accounting tasks
- You assist in making travel arrangements for CEO and team members
- You individually organise team events

Your profile:

- You are currently enrolled at university (or equivalent) in business studies, HR management, or a similar field and you are available for at least 3 - 6 months
- You are well organized, you enjoy working on a variety of tasks and you always keep the overview
- You like to work independently and feel comfortable in taking on responsibility
- You simply enjoy what you do and find a pragmatic solution for everything
- You maintain a high level of discretion
- You possess strong German and English communication skills
- You have good MS Office skills

WE ARE EXCITED TO HEAR FROM YOU!

PLEASE SEND YOUR APPLICATION RECRUITING@BLOOM-PARTNERS.COM