



Assistant Human Resources and Communication

PIC Management is a small company providing HR services, based in Saltillo, North of Mexico. Our project is born from the established observation of the difficult integration for young people in the workplace.

PIC Management is the partner of students, candidates looking for career progression, and employers seeking the best collaborator. To get it, we have established various recruitment and placement services.

Our team is first defined by committed professionals, involved in their mission and their contact with the clients. The quality of the relationship with our clients is the priority and the basis of all our activities.

Interested in an internship at international scale?

Your tasks and responsibilities will be:

Communication: work with universities and schools in order to promote our services.

Social Media: manage social media interactions in your native language/target. If you feel as a writer, you also be very welcome to redact some posts for our Blog.

Recruitment:

Publication of vacancies, capture candidates, evaluation of applications, setting up interviews, administrative management, relocation of candidates, increase number of applications.

Your profile:

- Rigorous, independent and careful
- You are a team worker and you are strength of ideas and initiative
- Good negotiator and listening to customers
- Native language can be Italian or from East European countries, excellent English, basic Spanish.
- 5 or 6 months internship

We provide: Housed in a shared apartment, pick-up at Monterrey airport, bonus according to evolution during the internship.

To apply:

Send you CV and internship dates at victoria.v@pic-management.com REF: HRPIC