



Trainee/Internship Program Offer

(10121) Business Management / HR Department - San Diego, CA



Start Date(s): ASAP
Hours: 32 / week
Location: San Diego, California
Program Duration: 3 months minimum
Compensation: unpaid
End of Program Bonus: provided (up to \$1,000)
Position: 1

Host Company Description

The Host Company is located in a beautiful San Diego Downtown. It is well known on the world market of financial products and services. The Host Company specializes in financial planning, life insurance, college planning, business and estate planning, mutual funds, etc. It offers a great chance to get a new experience on the financial market and enhance resume. Intern/trainee will be exposed to recruiting process.

Position Description

- Assisting Human Resources department, new hires procedures
- Coordinating scheduling meetings and appointments
- Managing communication via email, phone
- Administrative duties and project management

Applicant Qualifications

- To apply for an **internship** program, you must be a **Business Management** undergraduate student OR a recent graduate starting the program within 12 months of graduation.
- To apply for a **trainee** program, you must hold a **Business Management** degree and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- Advanced English communication skills required
- Excellent telephone skills, detailed oriented, able to learn quick, self-motivated
- Spanish speaking is a PLUS

How to Apply:

1. Submit professional resume (preferably with picture)
2. Indicate availability dates (start and end date)
3. Indicate program category: Trainee or Internship
4. Indicate offer number and position title for which your candidate is applying for

