

**Business Telecommunications Services** is an ICT sector company with over 25 years of experience, specializing in the development and management of complex and innovative projects in the global market, with a presence in several countries.

As part of our international expansion, we are looking to incorporate a new team member at our **Zaragoza** headquarters to join and support the **Human Resources Department**. The position offers an initial training period, with the prospect of long-term employment and professional development within the company.

## **PAID INTERNSHIP OPPORTUNITY – HUMAN RESOURCES DEPARTMENT**

### **Junior Human Resources Assistant**

*Would you like to start your professional career in a leading technology company in the telecommunications sector? We are looking for an intern to join our Human Resources Department in an international, dynamic, and fast-growing environment.*

#### **What do we offer?**

- Paid internship with the possibility of continued employment based on performance.
- Integration into a high-tech company, a leader in the telecommunications sector, with strong international growth and prospects.
- Hands-on training in a young, dynamic, and constantly evolving environment.
- Ongoing support and mentoring during the training period.

#### **Position description:**

The selected candidate will be trained and provide support to the Human Resources Department, actively participating in the daily operations of the area. Tasks will include:

- Support in recruitment processes: posting job offers, screening CVs, contacting candidates, scheduling interviews.
- Participation in job fairs for talent acquisition.
- Support in onboarding and offboarding processes.
- Administrative management: document filing, updating employee databases.
- Assistance in planning and organizing group activities and events.
- Support in internal training management, documentation control, and follow-up of training plans.
- Collaboration with the occupational risk prevention service and protocol management.
- Support in addressing employee needs.
- Assistance in drafting new procedural documentation.
- Support in preparing HR reports and metrics.
- Writing articles for the internal newsletter and internal communications.

#### **Profile we are looking for:**

- Degree in Business Administration, Psychology, Labor Relations, or similar.
- High level of English is essential.
- Proficiency in Microsoft Office (especially Excel).
- Interest in people management and organizational development.
- Strong organizational skills, attention to detail, and ability to handle confidential information.
- Analytical and logical thinking, agility, and initiative.
- Strong communication skills.

**Location:** C/Josefa Amar y Borbón, 10, 3ª Planta, 50001, Zaragoza.

**Visit our website:** [www.bts.io](http://www.bts.io)

Send your CV to: [recursos\\_humanos@bts.io](mailto:recursos_humanos@bts.io)