THE COMPANY AND CONTEXT

Zavala Civitas Executive Search is a multinational boutique that focuses on finding the right people for our business clients. We focus in executive search and management alignment founded in 2002 by professionals with wide experience of the sector and over 900 searches completed successfully. The company has offices in Madrid, Munich, Mexico D.F., Shanghai and Sao Paulo.

THE POSITION

Location: Jing An District, Shanghai
Opportunity for full-time after: YES
Team: Research
Time period: 3-6 months
Working language: English
Internship salary: Negotiable
Main responsibilities:
- Identification and evaluation of candidates
- Support recruiting projects
- Elaborating memorandums and presentations on meetings.
- Elaborating progress reports on projects.
- Collaborate with the team in strategy meetings to refocus difficult projects.
- Keep up to date with changes in client and candidate requirements.
- Develop strategy documents to ensure the execution of a search process is as simple as possible.

CANDIDATE PROFILE

- Due to Chinese visa regulation, the candidate needs to be 25 years of age
- The candidate should have graduated 2 years ago since their bachelor degree.
- Fluent Spanish or German and mandatory fluency in English
- Previous work experience (internship, job) is mandatory.
- Strong analytical skills and attention to details.
- Strong aim to please and service oriented mind-set.
- Teamwork, interpersonal and good communication skills. Able to handle the pressure and prioritize effectively.
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- High level of initiative, compromise, and participation.
WHAT WE OFFER

1) Flight to Shanghai
2) Visa sponsorship
3) Help in finding apartment and settling into Shanghai
4) Stipend to help with expenses during your internship.
5) A full-time job if the work is completed correctly.
6) Health Insurance

If interested, please send your CV, resume to: fz@zavalacivitas.com