

# Full-time internship position: **HR Manager Intern Riga, Latvia (remote, hybrid)**

## Job detail

Internship: Full time / Hybrid / 3-12 months.  
Start Date: **21.04.2026**

## About Bloom Consulting

Bloom Consulting is a global consulting firm specializing in Nation and Place Branding, working for countries, regions, and cities across six continents since 2003. From our headquarters in Madrid and offices in Lisbon, London, Paris and Riyadh, we provide countries, regions and cities with a wide range of innovative services: Nation and Place Branding, Place Analytics, Tourism Development and the Bloom Consulting Academy. [www.bloom-consulting.com](http://www.bloom-consulting.com)

## Internship Description

We are seeking to recruit a **Human Resources Manager Intern** to join our company for a curricular internship. The main role of the HR Manager Intern position is to help and support the internship supervisor, Bloom Consulting COO (Chief Operations Officer), on the Bloom Consulting Internship Program, HR activities, and other corporate projects and tasks.

Your tasks may include the following:

- Managing Bloom Consulting Internship Program.
- Communicating with internship applicants and universities.
- Creating and promoting internship advertisements.
- Monitoring and maintaining the HR databases, documents, and email.
- Managing the recruitment process (analyzing CVs, tasks, conducting remote interviews, etc.).
- Leading the welcome and training exercises and activities for new interns.
- Dealing with administrative tasks relating to the new and leaving interns.
- Analyzing and providing recommendations for the annual Bloom Consulting Employee HR Questionnaire.
- Creating HR-related content for Bloom Consulting's Internal Newsletter.
- Creating strategic recommendations to strengthen and improve the Bloom Consulting Internship Program.

## What do we offer?

Bloom Consulting's Internship Program has been in place since 2010. It is essential to us that you have a positive experience while working with us:

- Professional development.
- Personal development.
- Career development/exposure to a global environment.
- Mentorship and guidance.
- Remote or hybrid work model.
- Flexibility.

## What you will need to succeed

Key qualifications:

- **Bachelor or Master** in HR, Business, Psychology, or similar.
- **High level of English** (speaking, reading, and writing), as it is the company's official language.
- Professional attitude, accountability, enthusiasm, and willingness to work hard.
- Ability to take the initiative and proactive approach.
- Excellent communication, organizational, and planning skills, with a proven ability to meet deadlines.
- Good working knowledge of Microsoft Office Word, Excel, and PowerPoint.
- Knowledge of methods of the recruitment process.
- Previous experience may be a plus, but it is not mandatory.

Requirements:

- The general requirement for all interns is to have a **university internship agreement** with Bloom Consulting (an agreement provided by your university or an internship program such as Erasmus+).
- Valid EHIC health insurance coverage for the full duration of the internship (applicable only to non-Latvian citizens).
- Laptop with Microsoft Office programs (Excel, Word, PowerPoint) and internet access (in case of a hybrid working model).
- **This internship is unpaid.**
- The minimum duration of the internship is 3 months.

## How to apply

Send an email to [hr@bloom-consulting.com](mailto:hr@bloom-consulting.com) with a **CV** attached.

## Hiring Process

Our recruitment process is designed to ensure a strong match between you and Bloom Consulting. Each step has a purpose: to help us learn more about your skills and potential, while giving you the opportunity to understand our culture and the position in depth.

### CV Analysis

The first step is a thorough review of your CV. We analyze your academic and professional background to determine how your skills and experience align with the requirements of the role.

### Task Assignment & Submission

If your CV matches our needs; you will receive a task specifically tailored to the position. This task is designed to evaluate your technical and problem-solving skills, creativity, and ability to contribute to Bloom Consulting's success. You'll have one week to complete the task. This gives you enough time to approach the assignment thoughtfully and showcase your best work. Once submitted, our team will carefully review your task to assess its quality, relevance, and insights.

### 1st Interview: Introduction with the current HR Manager Intern

If your task meets our expectations; the next step is a one-on-one video call with our current HR Manager Intern. This interview is an opportunity for us to get to know you better - your background, career aspirations, and motivation for applying. At the same time, it's your chance to ask questions and learn more about the company and the role.

### 2nd Interview: Deep Dive with the Intern's Mentor

Candidates who advance will participate in a second interview with the Intern's Mentor. This conversation goes deeper into the responsibilities of the role and the challenges you may face. Mentor will also explore how your expertise aligns with the company's strategic goals and overall vision.

### Welcome Aboard!

If you successfully complete the process and receive an offer, congratulations - you're about to start your journey with Bloom Consulting! We'll ensure a smooth onboarding process to help you settle into the team, feel welcome, and begin contributing from day one.

Join us in Riga!

