



Job Description

INTERN – HUMAN RESOURCES ASSISTANT (Non-Paid Position)

Position Summary

The Human Resources Assistant assists with the administration of the day-to day operations of the human resources functions. As an intern, you will be able to contribute to the accomplishment of the Human Resources Practices and objectives. Additionally, you will be working in an employee oriented, high performance culture that emphasizes empowerment, quality, productivity, standards, goal attainment and the recruitment and ongoing development of a superior workforce.

Permanent Essential Duties and Responsibilities

The HR Assistant has partial responsibility for these areas:

- Will assist in components of the recruiting process;
- Tracking of performance management and improvement tracking systems;
- Employee orientation, development and training logistics and recordkeeping;
- Assisting with employee relations
- Company employee communication;
- Maintaining employee files and other related information
- Special projects
- Assisting with the day to day efficient operation of HR
- Process, verify and maintain documentation related to personnel activities such as staffing, recruitment, training and performance evaluations.
- Assist with the interviewing process (e.g. scheduling, obtaining feedback, etc.)
- Filing

Requirements

- Some related college coursework
- Sophomore or Junior college student
- Proficient with Microsoft Office Suite
- Excellent communication skills (verbal & written)
- Ability to communicate effectively with all levels of personnel
- Organized
- Detail-oriented

TO APPLY FOR THIS POSITION, PLEASE CLICK HERE:

<https://home.eease.com/recruit/?id=311914>