

DEPARTMENT Administration-Human Resources (HR) Department
JOB TITLE Human Resources Intern
REPORTS TO Director of Human Resources
DATE February 2017

JOB SUMMARY

Will serve with the Human Resources Team supporting a wide range of human resource functions and projects related to compliance and audits, benefits, recruitment and retention, onboarding, training and development, HRIS/record keeping, safety and risk initiatives, performance management and compensation.

ESSENTIAL FUNCTIONS

- Assist with maintaining the electronic applicant log.
- Coordinate pre-employment efforts.
- Coordinate packets for new hires, benefit eligible and separated employees.
- Maintain and update the departmental bulletin boards with required posters.
- Assist with HR audits to ensure Mission is in compliance.
- Update and coordinate HR forms/processes.
- Provide administrative support with phone calls, filing, faxing, scanning, etc.
- Conduct research for HR projects.
- Learning opportunities as available throughout the internship.

MINIMUM JOB QUALIFICATIONS

- Studying Human Resources, Business Degree or related field preferred
- Relevant experience helpful
- Intermediate skills with Microsoft Word, Excel, PowerPoint and Outlook
- Self motivated with the ability to work independently and within a team environment
- Will multi-task in a fast paced environment
- Confidentiality is of the utmost importance
- Enthusiastic support of our Mission Statement

ADDITIONAL QUALIFICATIONS

- Student member of SHRM a plus