Sample Job Description



**Job Title:**

**Job Description:**

**The intern will gain exposure to these functional areas:**

**Specific responsibilities:**

**What skills will the intern learn:**

**Qualifications:**

**Human Resources Assistant**

This position reports to the Human Resources (HR) director and interfaces with company managers and HR staff. Company XYZ is committed to an employee-orientated, high performance culture that emphasizes empowerment, quality, continuous improvement, and the recruitment and ongoing development of a superior workforce.

HR Information Systems; Employee relations; Training and development; Benefits; Compensation; Organization development; Employment

* Employee orientation and training logistics and recordkeeping
* Company-wide committee facilitation and participation
* Employee safety, welfare, wellness and health reporting
* Provide direct support to employees during implementation of HR services, policies and programs
* Active participation in strategic planning process, including developing goals, objectives and processes
* How to engage professionally in HR meetings and seminars with other HR professionals in the region
* Gain experience with Human Resources Information system (HRIS) database management and record keeping
* Application of HR law and compliance with governmental regulations
* Proficient with Microsoft Word and Excel
* General knowledge of employment law and practices
* Able to maintain a high level of confidentiality
* Effective oral and written management communication skills