

Job Title: Human Resources Assistant

Job Description:

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

The intern will gain exposure to these functional areas:

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

Specific responsibilities:

- Employee orientation and training logistics and record keeping Company-wide committee facilitation and participation
- Employee safety, welfare, wellness, and health reporting
- Provide direct support to employees during the implementation of HR services, policies, and programs.

What skills will the intern learn:

- 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 recordkeeping
- Application of HR law and compliance with governmental regulations

Qualifications:

- 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