**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