

Sample Job Description

Job Title: Human Resources Assistant

Job Description: 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.

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 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

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 record keeping
- 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