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Summer 2021 Human Resources Intern #11514



APPLY



Bridgeton, NJ

Job Title

Summer 2021 Human Resources Intern

Description

Responsible for providing support to the Human Resources department in a variety of activities, processes, and initiatives.

Duties and Responsibilities:

- Assist in the recruitment and sourcing process of non-exempt employees
- Assist in timecard review and attendance tracking
- Research initiatives to drive and implement good faith efforts
- Assist in organizing HR files in accordance to HR laws and record retention policies
- Assist in the scheduling, creating flyers and organization of employee appreciation events
- Assist in the new hire onboarding process by creating new hire folders, putting together swag bags, and assisting in DairyU trainings
- May perform other duties as determined by business needs.





LOCATION

Bridgeton, New Jersey



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Requirements

The qualified candidate will be working towards their Bachelors degree in Human Resources (two years of academic experience preferred).

Necessary Knowledge, Skills and Abilities

- Ability to demonstrate professional written and verbal communication skills.
- Ability to build relationships and interface with all levels of individuals, internal and external to the organization.
- Ability to multi-task, work independently and within a team.
- Strong attention to detail, organizational skills, initiative, and follow up.
- Basic level experience working with Microsoft Office products (Word, Outlook, Excel and PowerPoint)

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