



A Member of Inteplast Group

HUMAN RESOURCES INTERNSHIP

POSITION PURPOSE

Gain experience in Human Resources by supporting the day to day transactions relating to all phases of the employee life cycle activities, such as recruitment, hiring, compensation administration, benefits administration, new hire orientation, related safety and worker's compensation administration, employee data maintenance, support, and general routine reporting in a manufacturing environment. This is an unpaid internship.

KEY RESPONSIBILITIES

1. Prepare employee communication documents including new hire, disability, leave, benefit, separation notices and related documentation.
2. Assist with the administration of Leave of Absence and Workers Compensation programs, including processing applications, ensuring paperwork accuracy, and maintaining federal record keeping requirements.
3. Track employee attendance, administer and collect appropriate attendance related documentation, and counsel employees on attendance related issues.
4. Input and maintain employee data in the HRIS system such as hires, promotions, transfers, performance reviews, terminations, and employee statistics for reporting.
5. Help coordinate and maintain random drug testing program.
6. Maintain knowledge of legal requirements and government reporting regulations affecting human resources functions and ensure policies, procedures, and reporting are in compliance.
7. Interact and communicate with individuals at all levels of the organization.
8. Maintain confidential employee information and personnel files.
9. Perform other duties as requested by management.

PROJECT

1. Perform an in depth assessment of a major Human Resources managed program (chosen during 1st week of internship) in its implementation, management, and potential issues that arise.
2. Provide as a turned in assignment, an updated resume based on experiences gained during the internship.

Interested? Then please send your resumes to:
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