



Alamo Group Inc. is currently accepting applications to fill a part-time (paid) **HR Internship** position at its Corporate Headquarters in Seguin, TX.

Under immediate supervision, the HR Intern will assist the Vice President of Human Resources, Director of Talent Management and HR Managers to complete daily tasks and strategic initiatives.

Initiatives and tasks may include:

- Assist with company policy updates
- Assist with annual benefits open enrollment processes
- Evaluate and audit company job descriptions and associated materials
- Author and edit HR communications, to include bi-annual company newsletter
- Provide HR compliance pre-audit support
- Assist with recruiting: job posting, screening resumes, reference checks, and phone screens
- Manage incoming donation request and check requests
- Assist with employee background checks
- Assist with other routine HR administrative support as needs arise

This internship is an excellent opportunity to gain invaluable exposure to current practices and initiatives in Human Resources at the corporate level, and how effective HR programs contribute to success in today's business environment.

The ideal candidate will have/be:

- Strong professional communication skills, both verbal and written
- Good analytical skills
- Proficient with desktop computer applications; including spreadsheets and word processing
- Able to organize and prioritize work
- Able to reason and use good judgment

Education & Experience: Intern must be enrolled as a full-time student in an accredited undergraduate program pursuing a bachelor's degree in business administration, human resources, or similar degree. Preferably, the intern will have completed at least two (2) years of undergraduate study. The internship is intended to run concurrently with the selected student's academic studies.

Working conditions: Work will be performed in an office environment indoors with frequent sitting for extended periods of time and occasional lifting up to 10 pounds, stooping, reaching, and bending.

All applications must be submitted on the Alamo Group website for consideration. www.alamo-group.com