Business Registration internships.com

1. Sign up as an employer and provide business information.

2. Select internships.

3. Confirm company information.

COMPANY INFORMATION

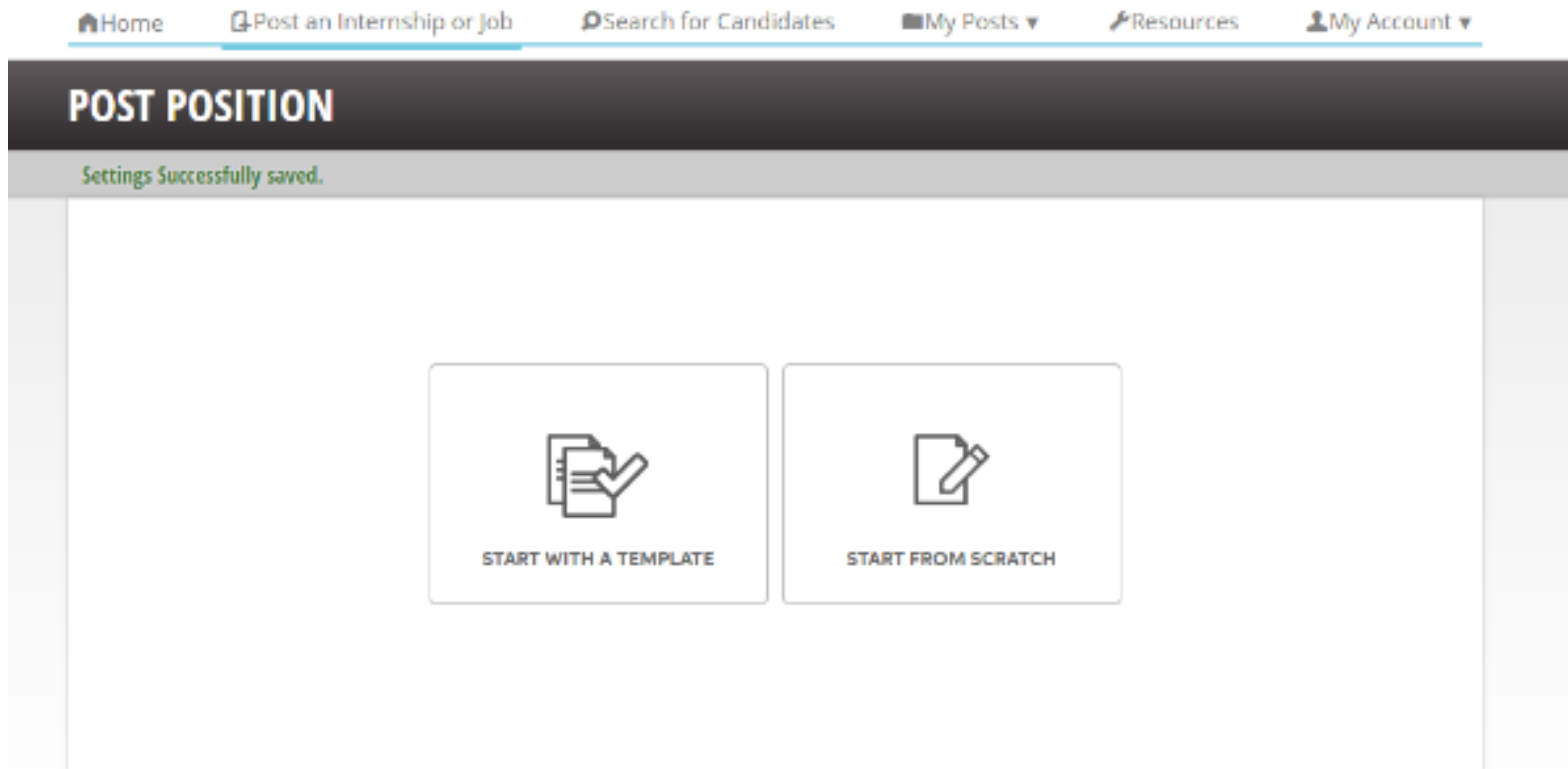Before you post, please verify and complete your company information. This information will be used in all of your postings and will help you find the best candidates for your internships.

Edit Company Information

Save Settings

Company Name *

Company Size *
-- Select --

Sector *
-- Select --

Street Address *

Location *
City, State or Zip Code

Primary Industry *
-- Select --

Secondary Industry
-- Select --

Save Settings

4.   Pick between posting a position from a template or from scratch.

5. If working with template, select position type and desired skills.

POST POSITION

START WITH A TEMPLATE

Human Resources Intern

Human Resources Intern

REQUIRED SKILLS

✓ EMPLOYEE BENEFITS	✓ EMPLOYEE RELATIONS	✓ HR POLICIES
✓ HUMAN RESOURCES	✓ INTERVIEW SCHEDULING	✓ INTERVIEWS
✓ LABOR RELATIONS	✓ MICROSOFT EXCEL	✓ MICROSOFT OFFICE
✓ NEW HIRE ORIENTATIONS	✓ ONBOARDING	✓ RECRUITING
✓ TALENT ACQUISITION		

REQUIREMENTS

- Working towards a Bachelor's degree in Human Resources or related field
- Possess and exhibit a strong and genuine interest in working with people and the ability to interact at all levels of the organization
- Ability to handle confidential and sensitive information
- Detail-oriented with excellent written and verbal communication skills

RESPONSBILITIES

- Assist the HR team with posting positions, sourcing resumes, scheduling interviews, and conducting initial phone screenings.
- Participate in college recruiting events to represent the company and identify potential candidates
- Provide administrative support to HR managers, including, calendar management, organizing travel and events, completing expense reports, and submitting service requests
- Answer phones, distribute mail, print/copy documents, order supplies, and set up meetings including conference lines/ video conferences.
- Demonstrate discretion, integrity, fair-mindedness, and a persuasive, congenial personality

IMPORT THIS SAMPLE

6. Provide posting title, posting category, requirements, responsibilities, location, paid or unpaid and full or part-time.

7.   Select skills required for posting and add skills manually.

8. Review information before posting position.

9.   Provide posting title, posting category, requirements, responsibilities, location, paid or unpaid and full or part-time.

10. Select skills required for posting and add skills manually.

11. Review information before posting position.