



Human Resources (HR) Internship

Job Summary

Bestwork Industries for the Blind is looking for an enthusiastic and driven HR Intern. To be successful as an HR intern, you should keep abreast of the latest developments in labor legislation to determine how company HR policies may be affected. Ultimately, an outstanding HR intern should be detail-oriented and able to demonstrate excellent administrative and organizational skills.

Human Resources Intern Duties and Responsibilities:

- Support our Director of Workforce Development and Government Affairs
- Updating company databases by inputting new employee contact information and employment details.
- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- Organizing interviews with shortlisted candidates.
- Posting job advertisements to job boards and social media platforms in conjunction with the Communication & Marketing Department.
- Removing job advertisements from job boards and social media platforms once vacancies have been filled.
- Assisting the HR staff in gathering market salary information.
- Assisting in the planning of company recruitment events.
- Preparing and sending offer and rejection letters or emails to candidates.
- Coordinating new hire orientations.
- Complete other administrative tasks as needed

Human Resources Intern Requirements and Qualifications

- Interest in human resource management or related field.
- Proven experience working in an office environment.
- Familiarity with HRIS (Human Resources Information System) software is advantageous.
- Proficiency in all Microsoft Office applications.
- The ability to work as part of a team.

- Excellent administrative and organizational skills.
- Effective communication skills.
- Detail-oriented.