



## **IN-HR-00 Human Resources Intern**

The Human Resources Department is responsible for employment, benefits, policies, employee relations, and other duties associated with Document Managers' employment.

### Job Description

- Assist with employee orientations and data entry into the human resources/payroll system
- Initiate and/or assist with human resources developmental projects
- Prepare staff identification cards
- Assist with various recruiting functions, including designing job announcements and responding to employment inquiries
- Review, update, and maintain personnel forms and files
- Assist with the administration of Document Managers' benefits and payroll

### Requirements

- Detail-oriented and organized
- Strong communication and interpersonal skills
- High proficiency in Word, Excel and Power Point
- Initiative and creativity
- High degree of confidence
- G.P.A. of 3.0/+
- Deep interest in Human Resources
- Current student

Submit your resume, transcripts, 3 references and a writing sample to [hr@documentmanagers.us](mailto:hr@documentmanagers.us)

