



## HUMAN RESOURCES INTERN

### POSITION OUTLINE:

#### Summary:

The Human Resources Intern will have the opportunity to learn all areas of the Human Resources Department with a growing company.

#### Description:

Assist with day-to-day operation of Human Resources Department

Filing and scanning of confidential documents

Special projects such as

- HR Audits
- Scanning and archiving HR and Payroll files

Preparing new hire paperwork including benefit and orientation packages

Backup to Receptionist during break time and vacations

Miscellaneous duties as assigned

#### Knowledge and Skills:

Student Major: Human Resources, Labor Relations, Psychology or related field preferred

Ability to maintain a high level of confidentiality

Proficiency in Microsoft Office Suite

Excellent organizational, verbal and communication skills

Team orientated and self-motivated

**Location:** Farmingdale, NY

**Schedule:** Part time, flexible hours

**Reports to:** Senior Human Resources Generalist

**Compensation:** \$15-\$18 per hour

Interested candidates, please send your resume to [jmulhern@posillico.com](mailto:jmulhern@posillico.com)