

VERINT.

Overview of Job Function:

The Human Resources Intern/Temp will support the HR team with HRIS project work. This position will be working within the HR organization alongside HR liaisons to assist in delivering solutions and services for supporting the Hire-to-Retire function. This is a great opportunity for a top-notch undergraduate, graduate student, or recent graduate to gain hands-on experience in a human resources function.

Principal Duties and Essential Responsibilities:

- Respond to ad-hoc requests for internal and/or external customers to ensure alignment of programs and initiatives
- Assure seamless Business as Usual HR operations by providing quality and timely support to HRIS customers
- Conduct regular Quality Control activities to assure accurate performance at all stages of the Hire-to-Retire process
- Collaborate with HRIS customers and service providers to define requirements and actively participate in designing new or improving existing solutions
- Provide support to HR users including and not limited to Process design and administration, Stakeholder communication, assuring Data Integrity and adherence to Enterprise Data Standards: Ad Hoc Reporting, Data Corrections, Systems access requests and Troubleshooting errors/issues
- Assist with research, data analysis, development and execution of departmental programs
- Other duties as assigned

Qualifications and Requirements:

- Bachelor's degree completed or in progress in Human Resources, Business, or similar discipline, with at least Sophomore/second year (50%of credits towards graduation) completed by May 2017.
- Excellent knowledge with several of the following HR Functions: Core HR operations, Compensation Planning, Benefits Enrollment, Talent Management, Talent Acquisition, Workforce Reporting, Self Service
- Excellent knowledge and experience with MS Office suite: including Word, Excel and PowerPoint. Create dynamic presentations, detailed reports, rich documentation
- Solid interpersonal and communication skills (verbal and written)
- Must be detail-oriented and possess solid organizational skills
- Strong analytical skills
- Successful completion of Verint background screening process including, but not limited to, employment verifications, criminal search, OFAC, and SS verification;

Please send applications to heather.sprague@verint.com