



Human Resources Summer Intern - HRIS & Talent Acquisition

Summary

We are looking for an energetic, motivated and customer focused intern who will provide general administrative support to both the HRIS & Talent Acquisition teams on projects and ATS processes. We are looking for an individual who has strong technical acumen coupled with a passion for providing the highest level of customer service.

Key Responsibilities

Talent Acquisition:

- Recruitment Administration: Assist Senior Talent Acquisition Consultants with job advertising, employee referrals and job fairs
- Applicant Tracking System (ATS): Troubleshoot issues with ATS for both internal associates and external applicants
- Intern Program: Manage peers in summer program and execute administration and logistics of the Rich Products Summer Internship Program
- Metrics/Reporting: Support metrics for Talent Acquisition including weekly/quarterly reports for distribution

HRIS

- Updating job code/library/competencies library
- Gauge organization on analytics needs
- Create meaningful dashboards in HRIS for different levels of the organization
- Monitor the helpdesk ticketing system, answering lower level system questions and escalating higher level tickets as necessary
- Update training guide on process and steps
- Maintain/Create/Update HR data to support various HR initiatives

Job Requirements

- High level of attention to detail and strong customer service skills
- Majoring in Human Resource concentration or related discipline required
- Advanced skills with Microsoft Office Suite particularly Excel; HRIS skills required
- Strong organizational agility; analytical thinker; results oriented
- Must be highly engaged as a team player, yet able to perform independently
- Ability to continually manage multiple priorities; strong administrative skills and creative problem solving is a must
- Excellent organizational skills
- Must be able to pass a background check