

Say Yes Buffalo Internship Opportunity

Position: **Summer Recruitment Intern**

Organization Name: Remedy Staffing

Location: Buffalo, NY and surrounding areas

Website: <https://www.remedystaffing.com>

Organization Description/Profile: Remedy Intelligent Staffing offers a culture of collaborative teamwork by creating a workplace that allows our colleagues to be client centric, compassionate, and entrepreneurial. Our vision is to foster growth by becoming the most trusted and valued staffing provider in every market we serve through a high-involvement culture of engaged, empowered, and efficient colleagues. We achieve our goals and live our vision through our values and behaviors including providing extra mile service, open communication, professionalism, and doing what is best for our clients, colleagues, and associates.

Position Supervisor: Charleen Vitrano

Internship Title: Summer Recruitment Intern

Internship Duties and Responsibilities:

- Review completed online/mobile applications and contacts viable candidates to schedule appointments.
- Assist with weekly client and new hire orientations.
- Perform some recruiting functions including searching online resume databases and contacting prospective candidates to schedule interview appointments.
- Responsible for completing and presenting weekly recruiting and application reports to the Client Partnership Manager.
- Assist candidates with the application process to include checking candidates into the office, answering the phones and questions, data entry, etc.

Minimum Requirements

- Must be a Say Yes Scholar in good academic standing
- Must be a rising Junior or Senior enrolled in an undergraduate program
- Must have taken courses in Business Administration, Human Resources, and/or similar fields of study
- Customer service mindset and/or administrative experience

- Excellent verbal and written communication skills
- Experience working in MS Office including Word, Excel, & Outlook

To apply: Submit resume and cover letter to buffalointernships@sayyestoeducation.org.

Please note: If necessary, Say Yes staff may send you edits or suggestions regarding your cover letter and/or resume. In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.

Deadline: May 1, 2019

- High level of organizational and time management skills, while working as part of a team

Duration of employment: This position will begin in early June and will end in late August – exact dates will be decided upon with the hired intern.

Compensation: The position pays \$11.10 per hour. Any determination regarding academic credit will be made by the intern's academic department.

Accommodations: The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

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