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# Example of HR Internship Job Description

Our growing company is searching for experienced candidates for the position of HR internship. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for HR internship

* Creating data packs and information slides as needed for meetings
* Supporting the wider HR team
* Supporting key Group HR projects and process improvements to provide value to the business
* Managing Resource Budget Process ensuring an alignment with the business lines
* Designing training opportunities for the employees
* Collaborating with other HR Departments, as Talent & Development Team, in order to create a network between Business and HR community
* Archive and storage of documents
* Data collection and filling out questionnaires
* Supporting front end activities with employees
* Various back office duties and paperwork

## Qualifications for HR internship

* Assist in logistics setup of inhouse trainings and administration
* Data entry of training attendance records in the system
* Consolidating training roadmaps and training catalog creation
* Of training
* Assist in office relocation and layout administration– prepare inventory list, identify storage area for documented records
* Archiving documents and storage of training records in new location