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# Example of Human Resources Internship Job Description

Our innovative and growing company is hiring for a human resources 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 human resources internship

* Regular digital and physical filing
* Job postings of all open recruitment
* Flight and hotel booking
* Meetings and interviews coordination
* Assisting with employees on-boarding and off-boarding
* Preparing reports and power point presentations
* Full support to the HR Business Partners
* You will support the Annual Operating Plan cycle and all related HR processes
* You will follow up on progress of HR projects in the Markets
* Work with HR Quality/Process lead on a Compensation Modeling project

## Qualifications for human resources internship

* Ability to maintain employee confidence and keep all HR information confidential
* Human Resource Information System experience is a plus
* Open to undergrad and graduate students
* RECEPTION OF TEMPORARY WORKER CONTRACTS – punctual missions, long term
* DISPATCH SIGNED AND STAMPEDCONTRACTS BACK TO THE AGENCIES
* BS/AB Psychology