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# Example of Human Resources Internship Job Description

Our company is looking for a human resources internship. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for human resources internship

* Draft and develop toolkits to help implement strategic planning initiatives
* Collect and analyze data as related to effectiveness of curricula and toolkits
* Coordinating on-boarding & integration
* Collecting and organization training opportunities with related professional organizations
* Assist in preparation for HR events and work the events as necessary (career fairs, job fairs, orientations, wellness fair, employee parties)
* Coordinate with HR on the review of HR documents for filing, archiving or shredding
* Provide a variety of routine tasks under close-to-moderate supervision for functional areas of Human Resources, such as benefits, compensation, or employment
* Requires excellent interpersonal verbal and written communication skills to establish and maintain productive working relationships
* Lead assigned project with HR Director and HR Manager support
* Post and advertise job openings

## Qualifications for human resources internship

* Selecting the candidates
* Good command of the English language in both verbal and written communication
* Experience in project work (ideally in HR) is a plus
* Experience within an international company is an advantage
* Very good knowledge of English (company language)
* Eye for detail, accuracy, analytical, self-starter