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# Example of Intern, HR Job Description

Our company is growing rapidly and is looking for an intern, HR. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for intern, HR

* Open/Update new postings in Oracle HR and the internal database system
* Bridge between HRM, managers, HR Operations and Payroll, initiate global and local tickets - and workflow tickets
* Prepare regular reports and ad hoc queries for HR Managers
* Perform HR data quality checks
* Other HR Admin works
* Conduct research and create candidate and hiring manager satisfaction surveys
* Assist full time Recruiting team in day-to-day work (sourcing, screening)
* Update internal communications system – NEO
* Completing I-9’s
* Data audits and compliance activities

## Qualifications for intern, HR

* Perusing a Bachelor’s Degree in Human Resources
* Developing professional knowledge in the area of expertise
* Working or education knowledge of employment laws
* Must be able to pass a background check & a drug screen
* Cross checking to ensure that all data in system and files are accurate
* Willingness to learn and adapt to new processes