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# Example of Internship Human Resources Job Description

Our company is growing rapidly and is looking to fill the role of internship human resources. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for internship human resources

* You take care of the mediation between Mondelēz International and the candidates by posting and publishing the requisitions on various job boards
* You organize phone interviews after CV screening
* You are the first point of contact for the business
* You take care of the planning and the administration part
* After hiring the candidates, you remain the first point of contact for the interns
* Working with the Human Resources Department on innovating strategies to continue engaging our younger consumer and entry level hires specifically in the world of college recruiting and social media ie
* Spearhead summer internship program
* Participation in HR Strategic Projects, together with the team of HR Business Partners
* Assisting with various project works (Employee Training, Implementation of HR Policies, Internship Program)
* Assisting with HR UAE specific administration processes

## Qualifications for internship human resources

* 1 year work experience in an administrative or customer service environment desired
* Demonstrated organizational, problem solving, and strong verbal and written communication skills
* Open to undergrad and graduate students
* Passionate about Human Resources and Media
* Must be detailed/multi-task oriented and highly organized
* Previous experience with recruiting is a plus