

WESTMORELAND COMMUNITY ACTION
POSITION DESCRIPTION

TITLE: HUMAN RESOURCE INTERN
COMPONENT/DEPARTMENT: CSBG/C&A
REPORTS TO: HUMAN RESOURCE DIRECTOR
DATE WRITTEN: March 30, 2021

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POSITION SUMMARY

HR Intern responsibilities include updating employee records with new hire information, screening resumes, scheduling interviews and assisting in organizing and coordinating our HR policies and procedures.

RESPONSIBILITIES

1. Provide clerical support to the HR department: copying, faxing, scanning, typing documents, correspondence and projects.
2. Update our internal databases with new employee information, including contact details, and employment forms.
3. Gather and file personnel records from other departments or employees.
4. Post, update and remove job ads from job boards.
5. Screen resumes and applications and forward to hiring managers.
6. Schedule and confirm interviews with candidates.
7. Request information from previous employers, and other references to determine applicants' employment suitability.
8. Schedule and process background checks on selected candidates.
9. Any and all other job related duties as assigned by the Human Resource staff.

EDUCATION, EXPERIENCE AND/OR SKILLS

1. Working towards a degree in Business, Human Recourses or a relate field.
2. Knowledge of basic record keeping and filing.
3. Ability to establish, develop, and maintain an effective and pleasant working relationship with personnel.
4. Exceptional attention to detail and organizational skills.
5. Proficient use of Microsoft office.

REQUIREMENTS NECESSARY TO SAFELY PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION OF HUMAN RESOURCE ASSISTANT.

Physical requirements - Push/pull, lift/move up to 25 pounds.

Manual dexterity - Perform moderately difficult manipulation - typing, filing, writing.

Coordination - Perform tasks which require foot and/or hand/eye coordination - driving a car, typing data entry.

Mobility - Walk, stand, sit for prolonged periods of time, drive.

Speech - Articulate with extreme accuracy - employee relations, phone contact.

Vision - Read small print, drive a car.

Hearing - Receive verbal instructions, answer phones, intercom, communicate with employees.

Concentration - Able to concentrate on fine detail with interruptions.

Attention span - Able to attend to task function for more that 60 minutes.

Conceptualization - Able to understand and relate to theories behind several related concepts.

Memory - Able to remember multiple verbal and written task-assignments given at beginning of a period extending over long

period of time.

Environment Conditions - Indoor work

SIGNATURE _____ DATE