



HUMAN RESOURCES INTERNSHIP



2024 Summer HR Internship Job Description

Date: May – August

Time: up to 24 hours Monday - Friday (flexible)

Internship Description

Spartanburg Water, a water and waste water utility provider seeks a personable and highly motivated HR intern to support the HR Manager in day-to-day administrative tasks and activities. If you're ready to kick start your career in Human Resources and build real-world experience with recruiting, benefits, employee development, and the coordination of HR policies and procedures, this is the internship for you.

HR Intern Duties and Responsibilities

- Post new positions on websites and job boards
- Assist with screening resumes and applications
- Send offer letters
- Set up New Hire manuals
- Coordinate interviews
- Collect and update our database with new hire information (e.g. employment forms and contact information)
- Assist with benefit administration
- Proofread HR documents
- Help prepare and maintain Word, PowerPoint, and Excel documents

Requirements

- Enrollment in an institution of higher learning with a major or concentration in Human Resources Management, Psychology or Business
- Some experience in an office environment preferred
- Experience with Microsoft Office Suite and resume databases
- Excellent interpersonal and communication skills
- Ability to work in a fast-paced, team-oriented environment
- Solid organizational skills and attention to detail

Benefits

- Develop experience working on a wide variety of HR projects
- Gain exposure to a fast-paced, collaborative office environment
- Work side-by-side with a highly experienced HR professionals
- Organize and attend company meetings and networking events
- Hourly rate \$12.50

For questions, contact Darius Murry via email dmurry@spartanburgwater.org or call (864)580-5687