



Job Title: Human Resources Intern.

Department: Human Resources.

Location: New Haven, Connecticut.

Job Type: Internship.

Job Description:

We at go4biz.com are seeking a candidate who is responsible for ensuring that the overall administration, coordination, and evaluation of human resources plans and programs are realized. The goal of an internship in human resources is to apply knowledge acquired in the classroom to real world situations. The candidate must be able to control, plan and organize the activities of the HR department.

Job Responsibilities:

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Responsible for recruiting and hiring process, including: posting job openings, reviewing resumes, conducting telephone and in-person interviews, making job offers.
- The importance of employment law and compliance, especially regarding employment eligibility, employment payroll, confidentiality, proper maintenance of employee files, and forms management.
- Identifies and communicates potential issues related to assigned work.
- Attend staff and committee meetings to be a part of decisions and learn.
- Assist with other administrative tasks as needed.

Qualifications and Requirements:

- Problem solving capabilities necessary to accomplish the duties and tasks of the position.
- Ability to correctly make decisions involving client issues/ problems including when to escalate the problem to a more senior consultant.
- Bachelor's degree in business or related field, Master's degree preferred.
- Strong PC skills/ Microsoft Excel/ PowerPoint/ Word.
- Exceptional organizational, planning and written/oral communication skills.
- Ability to effectively learn and acquire new knowledge and skills.
- Ability to share knowledge and work in a strong team oriented environment.