Sample Job Description

**Job Title: Human Resources Assistant**

**Job Description:** This position reports to the Human Resources (HR) director and

interfaces with company managers and HR staff. Company XYZ is committed to an employee-orientated, high performance culture that emphasizes empowerment, quality, continuous improvement, and the recruitment and ongoing development of a superior workforce.

# The intern will gain exposure

**to these functional areas:** HR Information Systems; Employee relations; Training and development;

Benefits; Compensation; Organization development; Employment

**Specific responsibilities: -** Employee orientation and training logistics and recordkeeping

* Company-wide committee facilitation and participation
* Employee safety, welfare, wellness and health reporting
* Provide direct support to employees during implementation of HR services, policies and programs

# What skills will the

**intern learn: -** Active participation in strategic planning process, including developing goals, objectives and processes

* How to engage professionally in HR meetings and seminars with other HR professionals in the region
* Gain experience with Human Resources Information system (HRIS) database management and record keeping
* Application of HR law and compliance with governmental regulations

**Qualifications: -** Proficient with Microsoft Word and Excel

* General knowledge of employment law and practices
* Able to maintain a high level of confidentiality
* Effective oral and written management communication skills