

ASSURSEC is seeking a highly motivated, organized, and detail-oriented Part-Time Human Resources (HR) Intern to join our dynamic team.

This position is for someone who is inquisitive, independent, and excited to learn. The ideal candidate is the one who is divergent thinker and understands industry best practices. ASSURSEC is looking for someone who is a team player, possesses strong work ethics, multi-tasking skills, and communicates well. They should have the ability to “take the wheel”, when necessary.

As an HR intern, you will have the ability to provide support to our HR department in the day-to-day operations including recruiting, talent operations, employee relations, and other creative projects.

DEADLINE to apply for this Internship: March 31, 2021 at 11:59 p.m.

NOTE: This is an Unpaid Internship opportunity

What You'll Do

Position Responsibilities:

- Assist with onboarding process like recruiting, interviewing, training, and employee operations efforts Support the team with data entry
- Pay close attention and understand the details of HR processes
- Provide support in new and existing projects
- Research and collect data for various departmental initiatives
- Attend meetings and take meeting minutes
- Special projects, as needed
- Other duties as assigned
- Mentors will set the specific duties and responsibilities for the day-to-day activities
- Punctuality and regular attendance are necessary to meet deadlines

Travel Requirements:

- TBD

Qualifications

Experience/Skills:

- Strong oral and written communication skills with a high level of professionalism and confidentiality
- Working knowledge of MS Office
- Excellent planning and organizational skills
- Ability to handle and manage multiple task at once
- Strong work ethic and time management skill
- Ability to work independently
- Proficiency in interpersonal skills
- Ability to efficiently adjust to changing priorities
- Minimum of 3.0 GPA

Certifications:

- N/A

Education:

- Bachelor's degree in Business Administration or HR related field obtained or actively enrolled in the program

Clearance:

- N/A

Who We Are

ASSURSEC, LLC is a growing Information Technology and Management Consulting company that fosters a culture of engagement, collaboration, and achievement. We consistently build upon proven ideas and scalable solutions, no matter where they come from because we believe that how we achieve our goal is just as important as our customers' mission.

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.