



## CURRENTLY AVAILABLE INTERNSHIP POSITION IN THE USA

04/10/17

The position listed below is currently accepting applications. If you prefer, you can request to have a **Custom Internship in New York City or Washington DC** and we will shop your CV/ Resume around to different companies and organizations until we find one that offers you a position. Internships are almost always unpaid.

**To apply for this open position, follow this link and click on APPLY NOW:**  
<https://www.international-internships.com/?go=USAFieldSpecificPlacements>

### Paid Human Resources Internship

Position ID:	24230271
Start Date:	Seasonal
Location:	Fort Lauderdale, Florida
Hours:	40 hours/week
Duration:	6 - 7 months
Compensation:	1760 per month

#### Company Description:

This host organization consistently provides turnkey solutions for the maritime and stationary power industries. They take pride in their pursuit of engineering excellence and commitment to customer service.

#### Internship Duties and Activities:

- Assist the HR department staff with an array of human resources activities and processes. Assist in the recruitment process, learn to post positions, learn how the company screens candidates and performs background checks. Assist with audit of immigration and I-9 documentation to ensure compliance with state and governmental agencies.
- Assist with the preparation for the on-boarding process. Train with Benefits Administration to assist with claims, medical, dental, vision and all other company sponsored benefit programs.
- Assist with special projects and events sponsored by the Human Resources department.

- Minimum Qualifications:
- Undergraduate Student in the field of: Human Resources, Industrial Relations and/or related field
- Primary study field: Human Resources, or Industrial Relations and/or related field.



- Proficient in the use of Microsoft Office Suites products, including Word, Excel, Powerpoint
- HRIS database aptitude is highly desirable.
- Excellent English skills, both written and spoken. Spanish skills would be considered a big plus
- Foreign Languages preferred: Spanish