## 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:	<ul> <li>Employee orientation and training logistics and recordkeeping</li> <li>Company-wide committee facilitation and participation</li> <li>Employee safety, welfare, wellness and health reporting</li> <li>Provide direct support to employees during implementation of HR services, policies and programs</li> </ul>
What skills will the intern learn:	<ul> <li>Active participation in strategic planning process, including developing goals, objectives and processes</li> <li>How to engage professionally in HR meetings and seminars with other HR professionals in the region</li> <li>Gain experience with Human Resources Information system (HRIS) database management and record keeping</li> <li>Application of HR law and compliance with governmental regulations</li> </ul>
Qualifications:	<ul> <li>Proficient with Microsoft Word and Excel</li> <li>General knowledge of employment law and practices</li> <li>Able to maintain a high level of confidentiality</li> <li>Effective oral and written management communication skills</li> </ul>