



HR Intern Needed!

PacMin, Inc. is a manufacturing company specializing in promotional items for the aviation and aerospace industries. We're looking for an HR intern to assist our HR department in promoting a positive and effective work environment by providing critical support. The ideal candidate is someone with a general knowledge of human resources (Bachelors or Associates degree is required) who would like to get hands on experience in the field.

Hours: M-F, part-time (flexible schedule between the hours of 8am-4:30pm)

Pay: Please include salary requirements with resume.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

- Must have excellent verbal and written communication
- Must have good computer skills and knowledge of MS Office
- Must have good problem solving skills
- Must have excellent internal/external customer service skills
- Must have a pleasant demeanor and maintain a professional attitude at all times
- Able to work in a team environment and work productively in team assignments
- Must be engaged and be able to prioritize
- Excellent organizational, planning and prioritization skills
- Must be willing to take the initiative
- Human Resources, Administration, or Business knowledge - Minimum of Associates Degree; Bachelors is a plus.

DUTIES/RESPONSIBILITIES (include physical requirements of the job if applicable):

- Assist the HR Generalist with administrative tasks, such as filing, copying, and distributing checks and memos
- Assist the payroll and HR department with filing personnel documents in their appropriate files
- Help schedule and manage employee appointments with the HR department
- Assist employees with completing benefits enrollment/change forms
- Coordinate monthly birthday celebrations and assist with event planning

- Assist other departments as needed

Job Type: Part-Time

Required experience:

- Entry-level

Required license or certification:

- Driver's License