



Human Resources, Intern **JH Consulting**

JH Consulting specializes in providing Human Resource consulting support and guidance to businesses both large and small. We partner with companies and provide personalized advice and direction. We also take on time consuming HR projects so our clients can focus on their businesses. We partner with new business and well-established organization.

This is a great opportunity for someone to gain valuable work experience in a small business setting. This role will enable you to learn a lot quickly about HR and generally running a small organization.

The HR Intern will assist with various HR functions such as compensation, recruitment, performance reviews, maintaining the company website, marketing, posting to the HR blog, and conducting HR research. Additional assignments may include calendaring and communication to clients, organization, invoicing, and other duties as assigned.

Assistance with the following Responsibilities:

- Compensation
- Recruitment
- Performance reviews
- Maintaining the company website
- Sales and Marketing
- Posting to the HR blog
- Conducting HR research
- Calendaring and communication to clients
- Other duties as assigned

Preferred Qualifications:

- Current College Junior/Senior level pursuing Bachelor's degree in Business/Human Resources or new graduate preferred
- Taken one or more classes in Human resources
- Excellent verbal, written and interpersonal skills
- Proficient in Microsoft Office (Excel – intermediate level required)
- Extensive PC, Internet, and social media skills required
- Maintains confidentiality; acts ethically and with integrity
- Problem solving skills
- Organized and works well under pressure.
- Manages multiple tasks, prioritize work, and works well in a fast-paced, detail-oriented environment