Business Name: Kellen

Business Address: 1100 Johnson Ferry Rd, Suite 300, Atlanta, GA 30342

Contact: Rita Lawrence
Talent Acquisition Manager
(678) 298-1172
rlawrence@kellencompany.com

Open Position Job Title: Human Resources Intern

Website: www.kellencompany.com

Pay Rate or Salary Range: Inquire to Employer

Benefits: No

Job Level: Internship

Job Description:

What are we looking for?

The Human Resources Intern provides quality HR compliance and administrative support to The HR Team clients and teammates. This support is based from The HR Team Atlanta office. Interns are responsible for maintaining satisfied clients by delivering assistance and administrative support to the HRVP, Sr. Benefits Manager and Talent Acquisition Manager on various projects.

What will you do?

- Begin to develop a current knowledge of HR Laws and Regulations.
- Keep abreast of new developments in the HR field.
- Understand document retention requirements
- Undertake an attitude of Learning and Development
- Attends Cultivate interpersonal skills
- Assist with screening resumes
- Complete and mail out regret letters
- Coordinate candidate interviews, drug testing, and background checks
- Complete and send offer letters
- Maintain employee files
• Prioritize activities for the best interest of the team when working on joint projects.
• Openly share new ideas and information with other team members.
• Manage and Accurately Report Time.

Am I qualified?

• Personable, able to comfortably and pleasantly deal with a variety of people.
• Strong customer service skills
• Problem solving capabilities necessary to accomplish the duties and tasks of the position
• Exceptional written and oral communication Skills
• Excellent organizational and planning skills
• Ability to effectively learn and acquire new knowledge and skills.
• Ability to share knowledge and work in a strong team oriented environment.
• Detail oriented and Proficient in Word, Excel, PowerPoint, and e-mail

See link to apply on line for all opportunities below.