

## Fall 2022 HR Internship at Snider-Blake Personnel

**25-40 hour per week, \$16/ hour**  
**Independence Office**

In 1952, Ann Snider and Bunny Blake founded Snider-Blake Personnel to help the women in their community find work. Over a half-century later, Snider-Blake Personnel has grown from a small company in Cleveland, Ohio to a rapidly-growing agency serving clients in Ohio, Illinois, Indiana, Georgia, Kentucky and North Carolina and our mission is unchanged – connecting our community’s best workers with our community’s best job opportunities.

We are seeking a student intern for our Independence, Ohio office. This internship is in person starting in August 2022 and can continue through December 2022. There may be an opportunity to extend the internship into the second semester of the school year if you desire. The pay rate is \$16 per hour.

This internship will provide candidate with opportunities to a vast amount of experience in human resources.

### What We Offer:

- Flexible schedule: 25-40 hours per week; 4-5 days
- A learning environment within a company committed to employees’ growth & development
- Stepping stone to a career in human resources
- Experience working in a professional environment
- Experience to be gained in human resources recruiting for many different clients and industries
- Position will give intern a strong understanding of employment law

### Duties and Responsibilities:

- Support team in administrative tasks throughout the office
- Interview and screen applicants
- Assist with employment forms and documents
- Place candidates in job openings

### Job Requirements

- Currently pursuing a four-year college degree
- Strong interpersonal skills
- Strong organizational and prioritization skills
- Excellent follow through on commitments, using sound judgment with the ability to recognize and handle sensitive/confidential information
- Desire to learn and gain experience in human resources

This is a great opportunity to start your HR career. Upon graduation, many of our interns accept full time positions with our company!

Please visit [www.snider-blake.com](http://www.snider-blake.com) to learn more.

Email resume and cover letter to [pmccabe@snider-blake.com](mailto:pmccabe@snider-blake.com) if interested.