

Human Resources Internship Opportunities!

We are seeking students for our internship program in our Independence, Akron, Elyria, and Columbus offices. These internships are in person starting in May 2022 and will continue through August 20, 2022. There may be an opportunity to extend the internship beyond August if you desire.

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!

To apply, please email your resume to pmccabe@snider-blake.com