



## HUMAN RESOURCES/PAYROLL INTERN

### POSITION SUMMARY:

The Human Resources/Payroll Intern will have the opportunity to learn all areas of the Human Resources Department with a growing company. The Human Resources/Payroll Intern will assist the day-to-day operation of Human Resources and Payroll Departments.

### RESPONSIBILITIES:

- Assist with Recruitment
  - Upload Resumes
  - Schedule Interviews
  - Identifying/Key Contacts at Professional Associations/Key Contacts
  - Identifying/Key Contacts at Student Engineering Programs and Universities
- Special projects such as (but not limited to):
  - HR/Payroll Audits (including I9 Audit)
  - Scanning and archiving HR and Payroll files
- Preparing new hire paperwork including benefit and orientation packages
- Assist with acquisitions of HR/Payroll Items
- Assist with weekly scanning, filing, mailing of paychecks
- Assist with Wellness and Company Events
  - Planning, Organizing, and Day of On-Site Support
- Backup to Receptionist during break time and vacations
- Filing, copying, and scanning of confidential documents
- Organize Employee Files
- Miscellaneous duties as assigned

### QUALIFICATIONS:

- Student Major: Human Resources, Labor Relations, Psychology, or related field preferred
- Ability to maintain a high level of confidentiality
- Strong Proficiency in Microsoft Office Suite (including Excel)
- Excellent organizational, verbal and communication skills
- Team orientated and self-motivated

**Reports to:** Sr. Human Resources Generalist **Location:** Farmingdale, NY

**Business Unit:** Human Resources **Compensation:** \$18-20/hour

Interested candidates can apply online at [www.posillicoinc.com/careers](http://www.posillicoinc.com/careers) or send their resume to [LGilbert@posillicoinc.com](mailto:LGilbert@posillicoinc.com)