



Intern Job Description

Job Title: Human Resources Intern

Hours Per Week: 40

Wage: \$10.00 / per hour

Job Description and Qualifications: Key Areas of Responsibility

- Assist in administering various human resource plans and procedures for all company personnel, assist in the development & implementation of policies and procedures, prepares and maintains employee handbook and other department related documents.
- Participates in developing department goals, objectives and systems.
- Assist in performing benefits administration to include change reporting, preparing invoices for payment, and communicating benefit information to employees.
- Assist in conducting recruitment efforts for all nonexempt personnel and temporary employees; monitors career pathing programs, writes and places advertisements.
- Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Participates in department meetings and other meetings and seminars.
- Maintains human resource records and compiles reports from databases.
- Assist in maintaining compliance with federal and state regulations concerning employment.
- Any additional reasonable request deemed necessary by management
- Adhere to all safety rules and regulations.
- Advise Senior Management of those situations which may pose a significant risk to the program, product quality, employee safety or impact the customer satisfaction results.

Basic Educational, Training, Experience and Physical Demand Requirements:

- In process of obtaining B.A. or B.S. with area of concentration in Human Resources, Business Administration or related discipline, with intent to pursue Human Resources field.
- Excellent verbal and communication skills.
- Basic computer knowledge in MS Office (Word, Excel, Access)
- Knowledge of operating scanners, copiers and fax machines.

Physical Demands Normal amount of sitting and standing, average mobility to move around an office environment, able to conduct normal amount of work on a computer.

Contact Information: Please submit resume to Jeremy Pacheco at JPacheco@reyesamtex.com

Position: Internship

Citizenship: Candidate must be authorized to work in the United States

Location: Local candidates are encouraged to apply. Travel expenses will not be paid to or from candidate's current location.

Classification: Undergraduate Junior or Senior

Degrees: Must be in core classes for area of concentration of degree pursuit

Required/ preferred majors: B.A. or B.S. in Human Resources or Business Administration or related field of study.

Contact information: Jeremy Pacheco, Assistant Manager Human Resources. 1 Lone Star Pass Building # 28, San Antonio TX 78264. JPacheco@reyesamtex.com