



## Trainee/Internship Program Offer

(10291) Human Resources Trainee Program – Minneapolis, MN



**Start Date:** August 2018 – February 2019

**Hours:** 40 per week

**Location:** Minneapolis, MN

**Program Duration:** 18 months

**Compensation:** \$14.00 per hour

**Positions:** 1

### **Host Company Description:**

The host organization provides disaster and recovery management as well as civil construction services throughout the United States and abroad with wide-ranging projects in their size and budget. The company has several key offices in the U.S. where training will be conducted. The training time may be split between offices in different states which would require trainee's relocation.

### **Position Description:**

The trainee will assist the human resources team by leveraging technology to advance and improve:

- Job descriptions
- Recruiting
- Onboarding
- Training
- Benefit enrollments
- Employee performance appraisal
- Compliance
- Developing and running MS SQL Server queries

### **Applicant Qualifications:**

- To apply for the **Trainee** program, applicants must hold a Bachelor degree in Human Resources Management and have least 1 year of professional work experience in this field, OR be career professionals of 5 or more years of professional experience in Human Resources Management
- **FLUENT English is required (written and spoken)**
- Interest in the convergence of human resources, operations and technology
- MS SQL, SQL Server Integration Services (SSIS)
- **Must be advanced Excel. MUST have proven experience with the following: Formulas: VLOOKUP, INDEX-MATCH, IF+AND/OR; Pivot Tables; Conditional Formatting; Graphs and Charts. IDEALLY: VBA knowledge, MS Access, SQL**

### **How to Apply:**

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title

