Human Resources Intern

This position will work closely within the recruiting function of the HR department. The intern should be familiar with using the internet for recruitment purposes. The intern should also be familiar with database usage, as information obtained in these searches will be stored for future uses in a database. Other HR responsibilities will be assigned as necessary.

This is a paid position and availability should be at least 10 per week during the hours of 8 – 5:00 PM. Interested candidates should send resumes to Patty Marrero at pmarrero@phoenixcon.com.