



www.Provisions.ws
6632 Telegraph Road, Suite 350
Bloomfield Hills, Michigan 48301

People are our most important asset and we invest heavily into our human resources. Our entrepreneurship, professionalism, spirit and culture create a unique environment in which interns can excel.

Whether you are an undergraduate, Master's candidate, PhD, or life-long learner, we have an internship opportunity to help you achieve your professional goals.

We are currently seeking a:

HUMAN RESOURCES INTERN
Troy, Michigan

Position Description

Summary:

Plans and carries out policies related to all phases of personnel activity.

Academic Qualifications:

- High school graduate or equivalent (Required)
- Major and/or coursework in Human Resource Development or Human Resource Management (Preferred)

Experience and Skill Requirements:

- Highly organized and detail-oriented
- Ability to multi-task
- Creative and enthusiastic
- Excellent writing and editing skills
- Knowledge of Microsoft Office

Job Responsibilities:

- Developing sources of qualified applicants
- Conducting phone screening interviews with potential candidates
- Checking references and background information
- Evaluating applicants' qualifications and availability

- Maintaining and compiling accurate records of recruitment statistics, interviews, and new hires
- Monitoring employment information on company website for accuracy
- Maintaining confidential employee files and documentation
- Updating company handbooks
- Develops and presents recommendations for improvement of established employment policies, processes, and practices for ProVisions, LLC.

Compensation:

Based on experience and education. Qualified candidates that are work/study for credit and/or experience are preferred. Work/study internship candidates are often offered part- or full-time employment upon the successful completion of their internship.

Contact:

Human Resources @ 248.988.9341, Fax: 248.723.3341, Email: hr@provisions.ws

Our interns are amongst the youngest, most energetic, motivated and brightest individuals in the world and are extremely sought after by leaders in their field.

Our Vision, Core Values, and Mission energize our organization and people.