

Human Resources Intern

Visual Marking Systems is looking for a college student majoring in human resources, organizational management/behavior, employee relations, or related field to assist our Human Resource department as a paid Summer intern. Must be a junior or senior in college with excellent writing skills and fluent with Microsoft Office (Excel knowledge is a must). Candidates for the internship should inquire at: dpatterson@vmsinc.com. Please place HR Intern in the subject line. There is also a possibility of continuing the internship into the school year.

Responsibilities:

- Assisting in employee onboarding, training, and development.
- Assist in development and implementation of HR policies.
- Aiding with creating and implementing HR programs.
- Updating employee Handbook.
- Assisting with recruiting/talent acquisition efforts.

Skills & Requirements:

- Pursuing a secondary education/degree in HR or related field (employee relations, organizational management/behavior, etc).
- An understanding of general HR policies and procedures.
- Strong knowledge of MS Office.
- Familiarity with HRIS a plus, but not required.

Flexible scheduling:

- 20-25 hours/week, Monday – Friday.
- \$15.00/hour.

Submit your resume to info@vmsinc.com.



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