



JOB TITLE: HUMAN RESOURCES INTERN
COMPANY: **Reading Truck**
LOCATION: READING, PA

Internship – mid May to mid August 2023

**Are you ready to gain real-world experience aligned with your Human Resource Management major while working with a dynamic team of HR professionals?
Come join our team this summer!**

What you will do:

- Learn how a Corporate HR department at a manufacturing company works
- Your experiences will touch on employee relations, business partnerships, social media with the primary focus on talent acquisition/recruiting
- Daily work will include processing applications, phone screening, interview scheduling, job advertising, and using the HRIS/ATS
- Project work will include development of recruiter resource materials (Excel) tying job titles, descriptions and pay ranges
- Research college programs and trade schools relevant to our jobs at 20+ US locations
- And much more!

To be Eligible you must:

- Be a full-time student in a 4-year college program in an aligned Major
- Have a minimum cumulative GPA of 2.8
- Be legally authorized to work in the U.S.
- Have good attendance and punctuality record
- Possess excellent computer skills – working in MS Office suite
- Work effectively within a team and independently

Program Requirements:

- Adhere to all company policies
- Attend orientation, check in meetings with HR
- Final presentation – prepare and present to company management

Work Environment

- Professional office environment and possible exposure to the manufacturing floor operations
- Sedentary work with extended periods of computer use
- Must be able to wear required Personal Protective equipment (PPE) – if required

Apply at <https://globalus63.dayforcehcm.com/CandidatePortal/en-US/jbpc/Site/ReadingTruck/Posting/View/29593>