Business Administration/Management

Posted: 03/28/2014

Employer: Sajan
Job Title: Human Resources/Administrative Assistant Intern
Location: River Falls, WI
Time of Internship: Part-time/Full-time
Salary/Wages: Paid

Description
The Human Resources/Administrative Assistant Intern is responsible for supporting all Human Resources, Administrative Assistant and other business support activities. Must be detailed oriented and be willing to handle a variety of tasks within an ever changing environment. Professionalism and confidentiality is extremely important and the number one priorities.

Responsibilities
- Provide support to all departments: Accounting, Client Services, Human Resources, Sales and Marketing, on an as needed basis
- Help evaluate company culture and provide recommendations on changes to accomplish company goals and objectives
- Provide support in recruitment activities. Support coordination and conducting of new hire orientations
- Assist with the administration of benefit programs to include: health, retirement, death, and disability
- Assist in maintenance of personnel files
- Help with developing, implementing and maintaining a formal training program
- Serve on Event Planning Committee
- Provide backup on multi-phone system and message taking for Administrative Assistant. Greet and assist all visitors at the corporate office
- Provide assistance in general office maintenance issues including kitchen and conference room cleanliness, watering plants, arranging meals when required, and coordinating conference room scheduling
- Sort incoming and outgoing mail including large package mailings when needed
- Business casual dress is required due to the high amount of potential client and guest contact. Fridays may be a casual day, if there are no special guests or clients scheduled in the office
- Maintain a quality mindset; deliver highest level of quality and customer satisfaction during the processing of work products while supporting and adhering to quality requirements as defined by the Sajan Quality Management System
- Other duties as assigned by Direct Supervisor

Knowledge and Skills Required
- Second semester junior status or higher preferred
- Able to use computer applications and adding machine
- Strong knowledge in Microsoft Word, Excel, and Outlook required
- Excellent verbal and written communication skills and strong attention to detail and accuracy
- Self-motivated, cooperative and willing to assist others

Please do not remove this posting from the internship board.
Application Details

- **Application Deadline:** Open Until Filled

**TO APPLY:** For employer contact information, please see Audrey Ternes in the College of Business and Economics, 23A South Hall or email cbe-interns@uwrf.edu.

*I understand that if I accept employment related to any information provided by the CBE Internship Office or faculty coordinators,

1) I will be required to enroll in the CBE Internship Program for academic credit, and

2) I will be required to pay the appropriate fees for those credits.*