

HUMAN RESOURCES INTERN IN ROBINSON TWP, PA

SEEKING HUMAN RESOURCES INTERN WITH EXCEPTIONAL ORGANIZATIONAL AND CUSTOMER ORIENTED SKILL SET.

ABOUT OUR COMPANY:

With over 20 years of experience in supporting corporate and federal recruitment, workplace mentoring, and technology accessibility initiatives, Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers. To learn more about how to start your career with Bender Consulting Services, Inc., please visit our website at www.benderconsult.com.

HOW TO APPLY:

To apply for consideration for the following career opportunity for people with disabilities, please visit www.benderconsult.com/careers/submit-resume and complete the electronic form.

POSITION DESCRIPTION:

- Recruiting, screening, and interviewing applicants for professional level positions.
- Promotion of Bender Consulting Services to universities and state agencies.
- Marketing the benefits of working for Bender Consulting Services, both personally and professionally to candidates, educational institutions, community resources, and state agencies.
- Assisting in applicant recruitment workflow tasks, including ensuring that all pre-hire documentation has been completed by the applicant.
- Documenting all applicant information using electronic recruitment resource tools.
- Assisting in digital marketing campaigns, including managing social media accounts (LinkedIn, Facebook, YouTube, Instagram, and Snapchat)
- Suggesting and assisting with content creation, editing, and development for visual, audio and video platforms.
- Performing additional projects and tasks as needed and assigned.
- Manage marketing schedule and calendar for multiple products, services, and missions.

QUALIFICATIONS:

- Candidate's pursuing a bachelor's degree or with training in business, human relations, marketing, or related field preferred.
- Excellent verbal and written communication skills and strong customer service skills.
- Well organized and able to multi-task and work effectively in a multi-cultural team environment.
- Excellent problem-solving skills and the ability to work independently
- Ability to maintain confidentiality with a high degree of integrity and professionalism.
- Knowledge of MS Office Suite and exposure to social media tools such as Facebook, LinkedIn, Twitter, Snapchat, Instagram, and YouTube.
- The successful candidate must be aligned with the goals and mission of our company, to promote the competitive employment of people with disabilities.
- Must be able to work at least 15 hours per week

Please direct questions to:

Scott Hammerstrom

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