

Remote Human Resources Support Intern

Roku Management Consulting LLC. (RMC) is an up-and-coming small business that utilizes experts to engage and assist business leaders with achieving practical results that focuses on people, processes, performance, and profits. In collaboration with our numerous partners, we focus on innovative strategies and solutions for sustainable growth and performance. As a result, our efforts have enabled small businesses to increase their bottom-line profits, expand their workforce, and enhance their business portfolio.

Job Description:

As an Intern, you will be responsible for assisting our CEO / President with various tasks and projects which may include but not be limited to employee relations and engagement, talent development, safety and wellness initiatives, and recruitment efforts. Some of your core responsibilities will include:

- Preparing internal communications to developing a monthly article highlighting employee achievements, and general announcements for the company.
- Providing updates/analysis on action planning activities to support improving employee engagement.
- Developing interview process and creating a guide/questions based on best practices. You will also create interview packets for incoming candidates for panel interview board.
- Ability to communicate confidently in person, over the phone, and online.
- A focus on the positive and the ability to strive for continual improvement.
- Ambition and motivation to achieve results.
- A strong displayed interest in business development.
- Ability to collaborate and operate well in a fast-paced, team-oriented environment.
- Ability to adhere to a strong work ethic and a sense of commitment.
- Effective time-management abilities.
- Interact with potential candidates on social media and professional networks.
- Contact active and passive candidates as well as interview interested candidates.
- Send recruiting emails.
- Identify qualified candidate profiles using various methods.
- Develop talent pipelines for future hiring needs.
- Maintain candidate databases via an applicant tracking system.
- Other duties as assigned.

The Basics

As with all our intern positions, you will need an eagerness to learn, like to work independently and have a readiness for responsibility, as well as have excellent organizational skills and acute attention to detail.

Experience with Microsoft Excel, PowerPoint, Word, and Outlook as well as database programs is required.

Excellent, professional communication skills—both written and oral—is needed to successfully communicate with both external and internal customers.

Education & Experience Must Haves:

This position requires that the candidate be doing the following:

- Pursuing an undergraduate degree in Business Administration, Business Management, Human Resources (preferred)—at an accredited school.
- Must have completed at minimum at least 30 semester hours of coursework prior to the start of the internship.
- Maintaining a GPA of 3.0 or higher is required to qualify for this position.

Salary and Benefits

We will provide the intern exceptional exposure in working with a start-up and professional mentoring in government, and business. If the internship works well, we hope to extend an employment offer and equity depending upon business growth opportunities.