



POSITION TITLE: HR Intern	DEPARTMENT: HR
CLASSIFICATION: Internship	DATE: 9/2021
REPORTS TO: HR Manager	LOCATION: Searcy, AR

POSITION SUMMARY:

Land O’Frost has an internship opportunity for a talented, self-motivated individual that will support the HR team in identifying methods to retain our current workforce. You will learn to build relationships with team members to cultivate a productive team-oriented workplace.

DUTIES AND RESPONSIBILITIES:

- Coordinate various Human Resources initiatives for training including standardized procedure development and documentation.
- Collaborate closely with department managers to identify training needs and build employee training plans.
- Work closely with job coaches to ensure training sessions are effective and informative for new hires.
- Schedule and support the execution of onboarding and training for new employees.
- Plan events for employee engagement and recognition.
- Follow up with new employees to ensure successful onboarding to the organization. Track new employee feedback for additional assessment and identify areas for improvement.

QUALIFICATIONS:

- Junior or Senior actively pursuing a degree in human resources, education, or organizational development.
- Minimum GPA of 3.0
- Full-time availability from May to August
- Interest in Consumer-Packaged Goods/Food Industry
- Strong oral and written communications skills
- Creative problem solver; able to work independently and with a diverse cross-functional team.
- Proficient in Microsoft Office applications: Word, Excel, PowerPoint, Outlook.

WORK ENVIRONMENT:

- Office environment sitting 80% of the workday.

TRAVEL: Local and/or overnight travel is required 35% of the time.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

Interested candidates should submit their resumes to norma.diaz@landofrost.com