



Job Title: HR Intern

Department: HR

Reports To: HR Manager

FLSA Status: Non-Exempt

Supervise the work of others: No

Position Summary:

The purpose of this position is to assist the Human Resources department with various projects and specialization in recruiting non-exempt positions.

Duties and Responsibilities:

This list is not comprehensive but meant to represent the most common or important duties of the position. Other duties are required and/or assigned:

- Assist HR Recruiter/Generalist with executing full-cycle recruiting for non-exempt positions (posting open positions, placing ads, sourcing, phone screening, conducting in-person interviews, and orientation/onboarding).
- Submit background checks and drug tests.
- Register and attend career fairs while creating and maintaining new and existing relationships for recruitment needs.
- Assist HR Manager with special projects as assigned.
- Interact and communicate with all AMT employees in a professional, friendly manner.
- Assist with helping answer employee questions regarding AMT's policies and procedures.
- Strategize with department to constantly improve HR goals and existing procedures.
- Other duties as determined.

Minimum Requirements:

- Currently enrolled in an accredited degree program and actively working toward a Bachelor's degree in Human Resources Management or related field.
- Overall 3.0 GPA or higher preferred.
- Knowledge of Microsoft Office (Word, Excel, Outlook) required.

Language Skills:

Ability to read, analyze, and interpret company procedures/policies, general business periodicals,

professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations:

Maintains a valid Driver's License.

Essential Job Functions: Critical features of this job are described below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Mental: Must be able to effectively communicate with others; complete and understand complex analysis of numbers; read, analyze and interpret written materials; develop company to meet and exceed company standards; ensure compliance with company policies; respond appropriately to feedback to make improvements; maintain positive working relationships; troubleshoot and solve problems.

Physical: Moderate noise level and limited exposure to physical risk.

Knowledge, Skills, and Abilities Required:

Knowledge of HR and how to apply it to company policies, procedures, issues and relationships. Knowledge of modern business communication, office procedures and methods. Skill to use a personal computer and various software packages such as Microsoft Office Suite. Ability to establish priorities, work independently with minimal supervision, and facilitate teamwork.

Equipment Used: telephones, computer, other office equipment as needed.

Special/ Additional Requirements: Persons in this position may be required to pass a drug, alcohol, and/or criminal background check.

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