



GNCO, INC.
POSITION DESCRIPTION

JOB TITLE: Human Resources & Training Intern
REPORTS TO: Senior Director of Human Resources & Training
DEPARTMENT: Human Resources
FLSA STATUS: Non-Exempt

JOB SUMMARY

The Human Resources & Training Intern will assist with various projects throughout the assignment, including, but not limited to, training and employee development, recruiting and retention of talent, and employee communication. He / She will provide administrative support to the HR team and assist employees as directed.

ESSENTIAL FUNCTIONS

- Salesforce data entry of training records
- Reviewing training and providing updated training material to current trainings
- Research other supplemental training material
- Assist with GNCO Intern Program creation, materials, branding, etc.
- Separate files and prep for digitization.
- Partners with Operations to research, develop, and create standard operating procedures and best practices training tools.
- Works with the Training team to support and conduct operator training courses for internal and external customers.
- Ensures proper facilitation, inputting, and recording of all HR related data.
- Learn and assist with updating HR information on the company intranet.
- Electronically files employment paperwork, records, and correspondence.

POSITION QUALIFICATIONS

EDUCATION

- High School Diploma or equivalent.
- Currently enrolled in a bachelor degree program, majoring in HR or Business.

EXPERIENCE

- Previous HR experience preferred.

ADDITIONAL REQUIREMENTS

- Ability to work independently and to effectively prioritize demands and execute tasks.
- Keen attention to detail.
- Strong project management and organizational skills.
- Strong written and verbal communication skills with the ability to convey information to internal and external customers in a clear and concise manner.

DISCLAIMER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURE



**GNCO, INC.
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Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature

Date

Employee Print Name