



Whiting-Turner Recruiting Internship

Whiting-Turner is looking for a detail-oriented, energetic, motivated candidate to support our current recruiting processes within the fast pace world of recruiting for the construction industry.

JOB SUMMARY:

Overall assistance with day-to-day recruiting needs. Collaborate with Recruiting Coordinators to maintain and update recruiting processes. Help to increase the efficiency of the department.

JOB RESPONSIBILITIES:

- Update and maintain recruiting reports.
- Adding new entries, maintenance of current entries and status updates.
- Tracking hiring process of new recruits.
- Assist with drafting correspondence letters with recruits.
- Track career fair attendance and compiling recruiting supplies for career fairs.
- Assist with college recruiting strategies and tracking college involvement.
- Signing up and scheduling college recruiting events.
- Ordering of promotional supplies.
- Assist with recruiter training initiatives.
- Assist with updating and improving training materials.
- Scheduling office interviews.
- Assist with intern program improvements.

SKILLS:

- Excellent written and oral communications skills.
- Must be an innovated thinker, problem solver, and a self-starter.
- Ability to work well with cross-discipline, diverse teams.
- Excellent general computing skills.
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)—emphasis on being proficient with Excel.
- Understanding of file sharing sites—SharePoint, OneDrive.

EDUCATION:

- Working to obtain a bachelor's degree in business, communications, organizational management, or marketing.

This is a paid internship.

The Whiting-Turner Contracting Company is an Equal Opportunity Employer, including the disabled and veterans.

Recruiting Coordinator: Brittany Parr | Brittany.Parr@whiting-turner.com

