Doherty Enterprises, Inc.

**Title:** HR Intern  
**Location:** Allendale, NJ  
**Job Type:** Co-op/Internship  
**Compensation Type:** Hourly  
**Wage:** $13.00/hour  
**Start Date:** 5/23/2016  
**Application Deadline Date:** 4/29/2016

**Primary Responsibilities:**
- Provide assistance with scanning, photocopying & mass mailings.
- Provide administrative support to the HR/Training department.
- Keep up with critical dates and agendas.
- Organize and manage Human Resources information/files/documents.
- Special projects on an as needed basis.

**Qualifications:**
- Pursuing College Degree (preferably in Human Resources or related).
- Strong Organizational skills and an eye for detail.
- Proactive, self-starter.
- Able to set priorities.
- Guest/Customer service mindset.
- Good decision-making skills.
- Able to work at least 20-25 hours week.

**Application Instructions:** apply online at [www.dohertyinc.com/career-connections](http://www.dohertyinc.com/career-connections)

**About the Organization:**
Established in 1985, Doherty Enterprises, Inc. is recognized as the 68th largest privately-held business in the New York Metro area by *Crain’s Business* and the 10th largest franchisee in the United States as ranked in the *Restaurant Finance Monitor*, operating eight restaurant concepts including: Applebee’s Neighborhood Grill & Bar, Panera Bread, Chevys Fresh Mex, Quaker Steak & Lube, Noodles & Company, IHOP, and two of its own concepts, The Shannon Rose Irish Pub and Spuntino Wine Bar and Italian Tapas. In 2015, *Nation’s Restaurant News* ranked Doherty Enterprises as the 78th largest U.S. Foodservice revenue company, up from 85 in 2014. To date, Doherty Enterprises owns and operates over 160 restaurants in northern, southern and central New Jersey, Long Island, Queens, Brooklyn, Staten Island, Florida and Georgia – including newly acquired locations in the Miami area. The Doherty vision is to be the “Best Food Service Company in the Communities We Serve” and its mission is to “Wow Every Guest Every Time, Wow Our People, Wow Our Communities and Wow Our Suppliers.” ([www.DohertyInc.com](http://www.DohertyInc.com)).