Job Description

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<th>Job title</th>
<th>Human Resources Intern</th>
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<td>Reports to</td>
<td>Human Resources Director</td>
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**Job purpose**

The Human Resources Intern will directly assist the Human Resources Director with a wide range of projects related to preparing and generating reports in Excel, HR compliance, recruiting, on-boarding/orientation and employee benefits. This internship is designed to be both educational and practical. In this position, the intern will learn how to take skills she or he may have acquired in school related to his or her particular areas of interest, and apply them in a professional setting. He or she will gain a better understanding of the role that Human Resources can play in a corporate setting, and be better prepared to work in the arena of human resources and the corporate sector.

**Duties and responsibilities**

- Learn the recruiting and hiring process, including: posting job openings, reviewing resumes, conducting telephone and in-person interviews, making job offers and negotiating starting salaries.
- Prepare reports and spreadsheets in Excel, Word and PowerPoint for the HR Director.
- Work with the HR department to understand the importance of employment law and compliance, especially regarding employment eligibility, confidentiality, proper maintenance of employee files, and forms management.
- Track progress, deadlines, and priorities of all projects.
- Proofread HR documents including audits, marketing information, and handbooks.

**Qualifications**

- Personable, able to comfortably and pleasantly deal with a variety of people.
- Strong customer service skills.
- Problem solving capabilities necessary to accomplish the duties and tasks of the position.
- Ability to correctly make decisions involving client issues/problems including when to escalate the problem to a more senior consultant.
- Exceptional written and oral communication skills.
- Excellent organizational and planning skills.
- Ability to effectively learn and acquire new knowledge and skills.
- Ability to share knowledge and work in a strong team oriented environment.
- Detail oriented
- Proficient in MS Word, Excel, PowerPoint, and Outlook email.
About Us

Bergen Logistics is a leading fashion logistics provider and is on the forefront of advanced technology solutions, differentiating us from our competitors. Our journey began by providing order fulfillment, warehousing & distribution, and pick & pack services for high-end fashion clients in RTW, outerwear, sportswear, dresses, footwear, handbags and accessories. While we began, and continue to grow in, the niche of fashion logistics, we are also expanding into other areas such as media fulfillment, home furnishing fulfillment, and more! With our garment-on-hanger (GOH) speed-rail, bombay sorter, and auto conveyor, we are able to process orders quickly and efficiently for the traditional B to B distribution as well as for e-commerce order fulfillment. Additionally, our clients are able to take advantage of our web-based warehouse management system, REX11, to view pick ticket status, receivings, and inventory levels. Although we lead with technology, our clients never lose that human touch with a fully staffed customer service department in each facility.