



JBL RESOURCES
THE MISSING PEACE

Job Title: Business Administration Internship

JBL Resources is a professional staffing firm that helps job seekers find employment and employers acquire top talent. We specialize in placing qualified candidates in the fields of engineering, manufacturing/operations, supply chain, human resources, logistics, finance and accounting, sales/marketing and IT.

Duration of Internship: 1-2 semesters, Monday -Friday 8:30-5:00 (Days/Hours can be less)

SUMMARY: *Assist the Human Resources and Business Development Departments in daily tasks to support the recruiting team, and assist the management team with special projects as needed.*

JOB DUTIES:

- Provide assistance to President & Recruiting Manager in Business Development tasks
- Assist Human Resources in Job Postings on Social Media Sites (HR)
- Assist Human Resources in updating company website content (Marketing)
- Utilize recruiting software (Sendouts from Bullhorn) to generate reports, enter new information, cleanup existing information (President/Bus. Dev.)
- Routine office duties such as filing, organizing, setting up new computers (Management)
- Assist HR with planning/implementing events ie: employee appreciation, holiday parties
- Assist HR with audits for Healthcare, ACA, Workers' Comp (Management)
- Sourcing tasks to help identify talent for hot job openings (Recruiting Manager)
- Perform related duties as assigned (Management)

REQUIRED SKILLS / TOP FIVE CRITERIA:

- Ability to see a project through to completion
- Must be detail-oriented and organized
- Excellent written and verbal communication skills
- Self-motivated and able to work independently or within a team
- Able to learn new software quickly

PREFERRED:

- Strong knowledge of Microsoft Outlook and Microsoft Office (Excel, Word, Power Point)
- Ability to work with and interpret data

EDUCATION: Working towards a Bachelors' Degree in Business (Human Resources, Business Administration, Marketing, or Business Management)

REPORTS INTO: President of JBL Resources-Regina Lungaro

LOCATION: 5250-B Northland Dr. NE Grand Rapids, MI 49525

COMPENSATION: \$8.50/hour

If interested, please submit your resume to: Barb Engelkes at bengelkes@jblresources.com