



HUMAN RESOURCES/SAFETY INTERN

JOB LOCATION: De Pere, WI

Summary:

The Human Resources/Safety Intern will directly assist the Human Resources Department with a wide range of projects related to HR and Safety compliance, recruiting, onboarding/orientation, jobsite audits, jobsite orientation requirements, training, etc.

Assisting with the following responsibilities:

- Recruiting, hiring and onboarding processes
- Employment law and compliance
- Safety standards in accordance with company policies, customer requirements, and OSHA regulations
- Jobsite audits to observe workers and evaluate job activities to determine use of prescribed safety equipment such as hard hats, glasses, goggles, gloves, face-shields, respirators, harnesses, guards, and other equipment
- Demonstrates use of safety equipment
- Assists with maintaining programs and record keeping systems that track and evaluate incidents, injuries and near misses
- Reviews existing policies, procedures and programs for potential improvements; performs research for new policies and programs
- Specific HR and Safety projects currently in process
- Interaction with internal and external customers

Qualifications:

- Currently enrolled in a degree program with an interest in Human Resources and/or Construction Safety Management
- Highly organized, detail oriented, and have excellent interpersonal skills
- Ability to prioritize tasks and handle numerous, shifting priorities
- Excellent written and verbal communication skills
- Proficient in Microsoft Office
- Student member of SHRM a plus
- Confidentiality and integrity is a must
- Must have and maintain a valid driver's license