

JOB TITLE: Employee Services Intern**DEPARTMENT: Employee Services****SUPERVISOR: Employee Services Specialist****FLSA: Non-Exempt**

Job Duties & Responsibilities: Include the following, as well as other duties that may be assigned.

Be part of the GMi HR Team and learn HR practices. Generalist position that will expose one to many areas of HR ranging from recruiting, onboarding, compliancy and employee relations.

What You Will Be Doing:

- Partner with employees and management to communicate various Human Resources policies, procedures, laws, standards and government regulations (compliance related activities)
- Provide staffing services including recruiting, interviewing, hiring and retention.
- Conduct new hire orientations and reviews key employment policies and enrolls employees into company sponsored benefit plans.
- Maintain personnel files and other files required by law including I-9s, FMLA, Workers' Compensation.
- Receive and act on employee concerns and issues. Provide counsel regarding company policies and procedures.
- Maintain open communication, productive working relationships and an environment of cooperation among team members.
- Ensure compliance with employment laws and regulations.
- Coordinate production employees safety and other training sessions and maintain required paperwork.
- Other duties and projects as assigned.

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience: HR and business related degree program.**Knowledge and Competencies:** The following key competencies represent qualities, traits and behaviors that a successful employee will exhibit. This list is not exhaustive, as other qualities, traits and behaviors are desired:

- Competency with software such as Microsoft Word/Excel and other commonly used PC data based business software required.
- Competency in HR principles and business related courses.
- Excellent communication skills required to follow through on requests for information and select appropriate responses; good listening skills, paying attention to others' communications to ensure understanding; seeking input and showing a genuine interest in others' opinions, facilitating and sharing information within department and across departments, respond to requests on a timely basis
- Ability to work within a team-based environment and independently

- Ability to work under deadline pressure and extra hours if needed
- Ability to maintain confidentiality
- Detail oriented and strong organizational skills.
- Ability to use good judgment when making decisions (logical thinker) and solve problems
- Ability to problem solve and troubleshoot, identifying problems immediately and working collaboratively with team mates to effectively resolve
- Ability to automate and improve efficiency in processes.
- Positive/optimistic – Can do, make things happen attitude (genuinely believes the organization can reach forecasted goals)
- Ability to effectively manage projects (good project management skills)
- Ability to follow and enforce GMI's Corporate Core Values and safety policies

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Must be able to lift up to 10 pounds and 20 pounds occasionally. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This position is sedentary with the flexibility to stand when needed.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal office environment. The performance of this position may occasionally require exposure to manufacturing areas where under certain areas require the use of personal protective equipment such as safety glasses and proper footwear.

I, the undersigned, have read and understand the duties and responsibilities of this position.

Employee Signature

Date

Manager's Signature

Date

This job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.