

## **Unique People Services Job Description**

**Job Title:** Human Resources Intern  
**Department:** Human Resources – Main Office  
**Reports To:** Human Resources Director  
**Prepared By:** HR Director  
**Prepared Date:** 1-12-12  
**Revised Date:**

**SUMMARY** Unique People Services (UPS) is seeking unpaid human resources interns at our Main office in the Bronx for approximately 20 hours a week during the school year.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assist with administrative support functions and audit preparation.
- Maintaining and filing personnel files for active and inactive employees, I-9, fingerprinting documents, etc.
- Photocopying, scanning, faxing and working on special projects.
- Setting orientation, interviews and fingerprinting appointments.

### **QUALIFICATIONS:**

- Computer literacy in WordPerfect and Excel.
- Excellent verbal communication skills and good telephone etiquette.
- Ability to work with a diverse group.
- Desire to make an impact in the organization

Please fax cover letter and resume to Attn: HR Department (718) 231-7720 or e-mail to: [recruit@uniquepeopleservices.org](mailto:recruit@uniquepeopleservices.org)