



EMERGENCY

PLUMBING·HEATING·AIR

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HR High School Internship Job Description

1. **Data Management:**
 - Assist in entering, updating, and maintaining employee records in HR systems.
 - Conduct quality checks to ensure data accuracy and completeness.
2. **System Support:**
 - Support HR technology projects like system updates or new software implementations. (Netchex programming project)
 - Troubleshoot basic system issues and escalate as needed.
3. **Reporting:**
 - Help generate standard and custom reports from HR systems.
 - Compile and analyze data for HR metrics and presentations.
4. **Administrative Support:**
 - Organize and maintain digital files and documents.
 - Assist with preparing presentations, guides, and training materials.
5. **Project Collaboration:**
 - Work with HR team members to support ongoing initiatives, such as employee engagement surveys or training programs.
 - Participate in meetings and provide input on HR technology solutions

Submit Resumes to:

Jessica Ladd

Human Resources Manager

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