Position Description

Position Title | Department
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Human Resources Intern | Human Resources

FLSA Status | Effective Date
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[ ] Exempt | [X] Non-Exempt | March 6, 2017

I. Purpose of Position

The Advanced Medical Technology Association (AdvaMed) is seeking a Human Resources Intern to provide support in the overall HR function.

Based in Washington, DC, but with global operations. AdvaMed is a leading trade association representing manufacturers of innovative, cutting edge medical technology. AdvaMed member companies produce the medical devices, diagnostic products and health information systems that are transforming health care through earlier disease detection, less invasive procedures and more effective treatments. AdvaMed members range from the largest to the smallest medical technology innovators and companies. For more information, visit www.advamed.org.

The internship is a paid position in our Washington, DC headquarters. The HR Intern will learn about a key sector of the health care industry and gain exposure to many different facets of Human Resources. This is a 40 hour per week position, expected to last 3 to 4 months.

II. Essential Duties of Position

- Assist with recruitment and interview process, including posting job ads, scheduling applicants, sending application information, and gathering feedback as necessary
- Schedule orientation activities for new employees, including meeting arrangements and compilation of orientation materials
- Set-up internal professional development training and coordinating logistics
- Manages arrangements for conference rooms, catering and technical needs associated with in-house meetings; assists with local meetings outside the office
- Maintain HR records, including creating and organization of employee files
- Respond to staff questions and requests
- Manage expense reporting process for department through Concur
- Provide administrative support to the department and independent projects as assigned
- Assist HR Generalist and Sr. Vice President, Talent Development with various research and/or special projects, including quarterly board meetings, coordinating trainings, and staff meetings
- Travel Requirements: 0%

III. Knowledge, Skills, and Abilities (KSA's)

- Excellent interpersonal skills, professional and tactful conduct, and ability to maintain confidentiality
- Advanced skills in Microsoft Word, and Outlook; proficient in Microsoft PowerPoint and Excel
- Exceptional organizational skills
Position Description

Ability to prioritize workload and multi-task
Excellent oral, written, and presentation skills
Excellent telephone manner
Ability to understand and follow written and oral directions
Ability to work independently
Exceptional attention to detail
Excellent proofreading skills
Ability to navigate the Web for research and informational purposes
Ability to work under pressure in a fast paced environment
Ability to take initiative to complete projects, tasks and assignments

IV. Specifications

| Minimum Education Required | The candidate should be a recent graduate, or working toward a four-year bachelor’s degree or graduate degree in Business, Human Resources or a related field. |
| Minimum Experience Required | 0 - 2 years’ experience |

V. How to Apply

Please send resume and cover letter to careers@advamed.org