

## POSITION DESCRIPTION

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**Position Title:** People & Culture Intern (HR)

**Reports To:** VP, People & Culture

**FLSA:** Non-Exempt

**Department:** Human Resources

**Location:** Wakefield, MA

The **Purpose** of your role:

The People & Culture Internship offers the chance to gain exposure to many different areas of Human Resources while working in a fast-paced team environment. This internship will provide experience working on projects in a wide variety of HR related disciplines including Recruiting, Compensation & Benefits, Payroll, HR Policies and Procedures, as well as assisting with employee events and activities.

This multi-faceted internship opportunity is geared towards an individual with demonstrated strong interpersonal, communication, and relationship building skills. We are looking for an intern with excellent written and verbal communication skills, as well as a high level of initiative and adaptability to changing demands. This internship also will provide opportunities to contribute to improvement of key initiatives and work with senior level executives.

The **Expertise** we're looking for:

- Provide support and work proactively with the HR Director and VP
- Assist in recruitment process; scheduling candidates, maintaining recruitment logs, resumes, job descriptions, scorecards and reports
- Keep HRIS System updated
- Assist in setting up new hire orientations and or separations meetings
- Records maintenance of employee information such as personal data, compensation, benefits, promotions and terminations
- Update handbook and policy manuals, organizational charts, and HR related power point decks on an as-needed basis.
- Help in event coordination and planning
- Proofread HR documents including HR reports, policies and communications
- Maintains basic knowledge of legal and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance
- Maintain open communication and positive relationships with employees
- Provide administrative support as needed; manage other projects as needed
- Cover reception desk when needed

The **Behaviors** That You Bring:

- **Integrity** – Your customer-centric attitude and commitment to doing what is right for our employees.
- **Expertise** – You are a team player and continuous learner. You share your knowledge with the team, embrace new learning opportunities, and search for ways to improve our operations.
- **Empowerment** – You demonstrate organizational skills, the ability to manage priorities, deadlines, and troubleshoot issues independently.
- **Excellence** – Your detail-oriented approach leads to quality processing results for our employees and your communication skills allow you to communicate effectively with internal team members.
- **Innovation** – You learn quickly, collaborate with others, and share your ideas for improving our service.

**About You:**

We are looking for someone who has an outgoing personality and customer service focus. This person should feel comfortable jumping into projects and tasks, and like helping to finding resolutions.

**Education, Skills and Experience:**

- Personable, able to comfortably and pleasantly deal with a variety of people
- Problem solving capabilities necessary to accomplish the duties and tasks of the position
- Strong proficiency with Microsoft office, especially Excel, Word and PowerPoint
- Organized, self-motivated, ability to work in a fast-paced environment
- Interpersonal skills with ability to work independently and within a team environment
- Excellent time management and organization skills
- Candidate must be working toward degree in Human Resources, Business Management or a related field at an accredited university.

**Our Company:**

Sentinel Benefits & Financial Group proudly serves more than 3,500 clients throughout the U.S., and for 30 years, we've remained devoted to making a difference in the lives of our people, our clients and our community. With nearly 200 professionals tied to our mission to deliver great service—and a 9-year average associate tenure—we have become the thought leader we are today.

We're looking for dynamic individuals, self-starters and team players to join our team. Recognized as a top 100 retirement plan adviser (PLANADVISER Magazine), and the 2016 recipient of the Best-in-Retirement Business IMPACT Award™ by Charles Schwab, our in-house experts—and their commitment to excellence—define who we are.

**Our Culture:**

Our people care about our organization. We are a company with a mission to be the best in our industry. Being part of this company means that you are part of something special. Sentinel Benefits & Financial Group offers paid vacation, 9 Holidays and 2 floating holiday, company sponsored medical and dental insurance, life insurance, AD&D, short and long-term disability, 401(k) Plan and free parking. Sentinel Benefits & Financial Group is an Equal Opportunity Employer.

Interested candidates should email a resume to: [hr@sentinelgroup.com](mailto:hr@sentinelgroup.com), **SUBJECT LINE: People & Culture Internship** . For further information, please check us out at [www.sentinelgroup.com](http://www.sentinelgroup.com)