JOB DESCRIPTION

Contact Information:

Organization Name: Bowling Green Metalforming

Department/Division: Human Resources

Contact First Name: Representative

Contact Last Name: Title: Training and Development Coordinator

Address1:

Address 2:

City: Bowling Green State: KY Zip: 42104

Phone Number: 270-901-1555 Ext: 2208

Fax Number:

Email Address: kim_page@bgmetalforming.com

Web Address:

Vacancy Information:

Job Title: Human Resources Co-op

Type of Employment/Opportunity: Co-op Internship

Type of Position:

Job Position Place(state): KY

Job Description:
Summer Co-op position. Responsible for performing tasks related to the training aspect of HR as well as providing needed clerical support. Will work 9am-3:30pm each day.

Experience/Skills Required:
-Must have good clerical skills, including typing, filing, copying, and faxing
-Must have good verbal and written communication skills
-Must have time management, prioritization, and organization abilities
-Must be professional and hold information in the strictest of confidence
-Some of the physical demands for this position include sitting for prolonged periods of time, occasional stooping and bending, and occasional lifting as required
-Member of Student Chapter of Society of Human Resource Management (SHRM)
-Computer skills; good working knowledge of Microsoft, Word, Excel, PowerPoint, and HRIS applications
ADDITIONAL SKILLS OR ABILITIES THAT WOULD BE HELPFUL FOR THE JOB
-Basic understanding of Human Resources legal requirements
-Excellent interpersonal skills
**Summary of Responsibilities:**
1) Understand and promote Magna’s philosophies and the Employee’s Charter
2) Maintenance of team member training information in training matrix and/or HRIS
3) Assist departments with recruitment efforts, including interview scheduling, reference checks, sending candidate letters, and screening and filing resumes
4) Assist in the coordination of employee relations activities
5) Provide back-up to HR Administrative Assistant
6) Prepare interview, orientation, and benefit packages
7) Prepare training materials, help track training, and grade training assessments
8) Perform clerical duties, including copying, filing and faxing, as needed
9) Back up receptionist on phone system.
10) Follow all plant safety policies and procedures
11) Perform other duties as required

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**Salary Range:** $10/hr

**Application Process/Other Instructions for Applicants:**

**Application Deadline:** 04/28/2006