Human Resources Interns at Voith

Being an Intern at Voith Has Never Been More Exciting

They are in demand like never before. Young interns develop new ideas and resolutions that contribute to the solution of creating a global business service. At Voith, their curiosity can run free.

The human resources global business service of Voith is a window into the future of global human resources services. Young interns carry out new policies and innovations to solve current problems. Be it benefits plans, finding new and ways to recruit applicants or the innovation of new technology to improve our global business services; Voith interns work on contributions that improve the quality of life of employees.

- Assist department in carrying out various human resources programs and procedures for all company employees and filing of paperwork and employee files
- Work with current HR staff to improve efficiency and write process documents and maintain Human Resource Information System records and compile reports from database as needed
- Data entry and the processing of training requests and documented training
- Prepare reports from data within the HRIS system as requested and help to maintain company organization charts and Voith Info Point Site
- Participate in recruitment effort for exempt and nonexempt personnel (excluding managerial levels and above); and help to coordinate the use of temporary employees
- Perform internal auditing of HR files, OFCCP requirements, and help post jobs to all sites
- Pull and check employee files, help with on-boarding, and coordination of training and assist in organizational training and development efforts

Requirements:
- At least 2 years of college coursework completed in human resources or a related field
- Exceptional Microsoft Office Skills
- Excellent Oral and Written Communication Skills
- Recruiting and/or sourcing experience is a plus.

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