Job Title: HR Coordinator Intern

Location: Remote

Job Type: Unpaid Internship, Part-Time

About Us: Critical Path Advisors is dedicated to fostering a collaborative and innovative work environment. We are looking for a motivated HR Coordinator Intern who is eager to gain hands-on experience in Human Resources. This internship will provide valuable exposure to HR processes and the opportunity to contribute to key projects that impact our team. We have over 600 clients in over 40 industries internationally ranging from healthcare, entertainment, accounting, non-profit and beauty.

Position Overview: As an HR Coordinator Intern, you will assist our HR team with various administrative tasks and projects. This role is ideal for someone looking to build a foundation in HR and learn about the essential functions of human resources within a dynamic and supportive environment.

Responsibilities:

- Assist in drafting and updating job descriptions across various departments.
- Help develop and review company policies to ensure compliance and alignment with organizational goals.
- Support the creation and maintenance of the company handbook, ensuring it reflects current practices and procedures.
- Take detailed notes during HR meetings and document key action items.
- Organize and maintain employee files and records in accordance with company policies and legal requirements.
- Assist with onboarding and orientation processes for new hires.
- Support HR team members with ad hoc tasks and special projects as needed.

Qualifications:

- Currently pursuing or recently completed a degree in Human Resources, Business Administration, or a related field.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to handle sensitive information with confidentiality and professionalism.

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and comfortable learning new software tools.
- A proactive attitude and eagerness to learn about HR processes.
- Ability to work independently and as part of a team.

Benefits:

- Gain hands-on experience in various aspects of Human Resources.
- Opportunity to learn from experienced HR professionals.
- Flexible part-time hours to accommodate your academic schedule.
- A chance to contribute to meaningful projects that impact the organization.

Hours:

This internship is part-time, 10-20 hours per week, with a flexible schedule that can be tailored to your academic commitments.

How to Apply:

If you are excited to learn and grow in a dynamic HR environment, please submit your resume and a brief cover letter explaining why you are interested in the HR Coordinator Internship at Critical Path Advisors. Please email LGatson@criticalpathadvisors.com