



## Human Resources Intern

Highland, IL

- Job Summary:** In this position, the expectation is to learn the ins-and-outs of our daily routines and procedures, focusing on learning how our organization runs. Attention to detail is a must. This position provides a hands-on opportunity to gain experience in a fast-paced manufacturing environment, while working closely with our HR department to support administrative functions, with a focus on supporting a unionized workforce.
- Reports to:** Director of Human Resources
- Essential Duties:**
- Answer phone inquiries, direct calls, and provide basic company information; oversee mail deliveries, packages, and couriers.
  - Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, and scan documents as needed.
  - Assist in preparing information and research materials; create and maintain PowerPoint presentations.
  - Run general industry-related errands.
  - Assist in managing daily timekeeping records and attendance tracking specifically for our unionized production staff.
  - As needed, support the human resources staff on general HR administrative matters.
  - Take on research or process-improvement projects as assigned.
- Requirements:**
- Current student, Junior or Senior, pursuing a degree in Human Resources, Business Administration, or a related field.
  - Analytical Mindset: strong attention to detail, especially when working with numbers and schedules.
  - Ability to interact professionally with both office staff and shop-floor employees.
  - Ability to handle sensitive, confidential information with the utmost integrity.
  - Proficiency in Microsoft Office (Excel is a must); familiarity with HRIS or timekeeping software is a plus.
  - Excellent written and verbal communication skills.
  - Self-directed and able to work without supervision.
  - Energetic and eager to tackle new projects and ideas.



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**Contact:**

Basler Electric welcomes employment applications received directly from interested candidates. We prefer that you submit your resume in Microsoft® Word or Adobe® PDF format.

Basler Electric Company  
Human Resources  
12570 Route 143  
Highland, IL 62249-1074

Tel: +1 618.654.2341, ext. 252  
Fax: +1 618.654.2351  
Email: [employment@basler.com](mailto:employment@basler.com)

**Benefits:**

Basler offers a comprehensive benefits package which offers: Medical, Prescription, Dental, Vision, Life, and AD&D insurance; a 401k plan; paid leaves for Vacation, Holiday, Sick, Jury Duty, Bereavement; tuition reimbursement. All benefits are subject to eligibility requirements.

**Compensation:**

We anticipate filling the HR Summer Internship position with an expected compensation range of \$23 - \$25 / hr. We are open to reviewing additional candidates with more or less experience and the pay range may differ if filled at a different level. Our pay ranges are determined by job, responsibility, and location. Starting pay and job title are based on location and job-related factors such as candidate experience, training, knowledge, and skills.