Job title: HR Intern

Location: 1621 Cushman Dr. Lincoln, NE 68512

Job description:

ProfitSolv has a great opportunity for an HR Intern in Lincoln, Nebraska. This internship will be in person and is ideal for anyone looking to gain experience in the industry.

ProfitSolv offers a comprehensive suite of integrated billing, payments and software solutions, enabling clients to streamline their processes while increasing efficiency, productivity and revenue.

The unpaid internship will be in person and is ideal for anyone looking to gain experience in the industry. Our offices are located in south Lincoln.

What will you do?

* Be trained to audit I9’s by ensuring they are completed properly, information is current, and that employment authorizations are valid.
* Work with HR Team to update Job Description Library
* Scan and upload files into Paycom
* Gain experience in using Adobe
* Other duties as assigned

What we provide:

* Training in the HR field
* Experiential learning for your HR resume and experience
* Opportunity to learn project management

Schedule:

* 10-15 hours per week
* Monday to Friday between 8a and 4p; determine your own schedule within the building hours