



Position HR Intern (Benefits and Payroll)

Location Los Angeles, CA

About RI: Relief International (RI), an international relief and development agency with cross-sectoral programs bridging relief and development, currently seeks an HR Intern.

Position Summary: Relief International is looking for an intern with our Human Resources department to work directly with our Benefits and Payroll Administrator. This is a great opportunity to gain specialized knowledge of the benefits and payroll function of an international humanitarian Non-Profit, as well as get an overview of a busy Human Resources Department.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Assist Benefits and Payroll Administrator with leave requests, and timesheet approvals.
- Creating benefit file for new employees, organizing employee personnel files, editing and formatting new employee bio's, assisting with check requests and filing benefit invoices electronically.
- Help the HR team with special projects as needed.

QUALIFICATIONS & REQUIREMENTS

- Candidate must be Detail Oriented
- Dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.
- Strong interpersonal skills and ability to work independently, as well as part of a team
- 15 hours minimum; M-F varied schedule
- Professional demeanor
- Good written and oral communication skills

Salary: Unpaid, monthly transportation stipend and academic credit available

Application Procedure: To be considered for this recruitment, please submit a cover letter, resume, 3 professional supervisory, and date of availability to intern@ri.org. The email subject line should include the following: HR Intern LA.