



HUMAN RESOURCES INTERN

Grand Junction, Colorado

ABOUT LEITNER-POMA OF AMERICA, INC.

Leitner-Poma of America offers a complete line of cable transport systems, including surface lifts, chairlifts, gondolas, MiniMetro® urban transport, trams, inclined elevators, industrial trams, etc. Our experience and flexibility allow us to design, engineer, manufacture and maintain transportation systems, which are precisely adapted to the changing needs of our customers; including electrical and mechanical upgrades, technical support, gearbox inspections and repairs, and installation for systems throughout North America.

Leitner-Poma of America, Inc. is a North American subsidiary of Poma S.A., a corporation with headquarters in Voreppe, France and Leitner Technologies, a corporation with headquarters in Sterzing, Italy.

HOW WE ARE KEEPING OUR EMPLOYEES SAFE DURING THE COVID19 PANDEMIC

Leitner-Poma is following CDC recommendations and guidelines to assure a safe work environment for our employees.

JOB SUMMARY

Leitner-Poma is looking to employ a Human Resources student to assist our HR Department as an intern. An ideal HR intern should be detail-oriented and able to demonstrate excellent administrative and organizational skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES (to include but not limited to)

- Updating Job Descriptions
- Screening candidate resumes/applications to identify suitable candidates
- Assisting in determining appropriate advertising outlets
- Preparing and sending offer and rejection letters or emails to candidates

COMPETENCIES, SKILLS & ABILITIES

- Detail-Oriented
- Proficient in Microsoft Office Suite
- Effective communication skills
- Excellent Administrative and organizational skills
- Basic knowledge of U.S. labor laws

BASIC QUALIFICATIONS

- A current student seeking a degree in human resource management
- English Proficiency

Wages starting at \$16.00 an hour (depending on experience of candidate)

Interested candidates can send resumes to Debbie Fox (debbie.fox@leitner-poma.com)