**Thomas Publishing Company**

**Title**: HR Recruiting Intern

**Location:** New York, NY

**Job Type:** Co-op/Internship

**Compensation Type:** Hourly **Wage:** $15/hr

**Start Date:** 1/17/2017

**Job Description:** This is a hands-on internship with a part time, flexible (15-20 hours) schedule. We want you to become a valuable member of an entrepreneurial HR Team while gaining real world sourcing and recruiting experience.

**Primary Responsibilities:**

- Learn the ins and outs of recruiting in a digital world: sourcing, evaluating and screening potential candidates through social media, job boards and additional recruiting tools
- Ensure a positive experience for every candidate
- Gain valuable interviewing and negotiation skills
- Continually build talent pipeline through social media
- Build relationships with appropriate colleges for recruiting future talent
- Help bring amazing employees to the Thomas team

**Qualifications:**

- A passion for helping people and solving problems
- Exceptional attention to detail and organization skills
- A can-do attitude with a desire to learn
- Experience with social media
- Superb communication skills
- College Sophomore or Junior studying Human Resources, Organizational Development, or a related field

**Application Instructions:** Email a cover letter and your resume to: careers@thomaspublishing.com.

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