



Summer Internship Program
May 28, 2019 - August 9, 2019
External Employer
Job Description

Employer: Amotec Inc.
Assignment Address: 1701 E. 12th St. Suite 103, Cleveland, Ohio 44114
Job Category: Human Resources
Business
Number of Openings: 1
Work Schedule/Hours: 10 hrs./week
Internship Duration: 10 weeks
Internship Dates: May 28 – August 9, 2019

Company Profile:

Amotec Inc. is excited to offer this opportunity for students currently pursuing a degree in human resources, business or related fields. Learn the fundamentals of hiring, interviewing and recruiting at our offices. Our company is growing, and our internship team will be working Monday through Friday to help forward Amotec's mission of placing great people with great companies.

Since 2000 Amotec Inc. has been providing clients with both contract staffing and permanent placement solutions. We have been the recipient of many professional awards, including several being named a 2018 top Workplace by Cleveland.com and The Plain Dealer. Amotec Inc. effectively partners with our clients to assess talent, manage and execute the recruitment process and give our clients the competitive edge with the world's best diverse talent. Amotec Inc. is a national professional recruiting and staffing firm with five locations across the US. Headquartered in downtown Cleveland. Amotec Inc. offers global capabilities and a broad range of innovative talent acquisition and staffing resources. We are an HR team's best resource. When the top technology leaves looking for more, when contacts and referrals still aren't filling our clients' roles, when they need to hire the right person right now- they look to Amotec Inc.

Job Responsibilities:

- Learn to effectively research and use internet sources to find viable candidates for our clients.
- Conduct personal interviews with candidates, matching their skills with available positions.
- Learn how to effectively complete all paperwork necessary throughout the hiring process.
- Grow in your knowledge of general business practices and working within a professional environment.

Required Qualifications:

- Must be actively pursuing a degree in business, human resources, communications or other related field.
- Must be detail-oriented and able to follow direction.
- Strong computer skills including Microsoft Office (Word, Excel).
- Able to communicate effectively verbally and through email.
- Desire to work with a team.