



Human Resources Intern

GOAL: To provide employment opportunities for residents receiving the APICDA Emil Berikoff Sr. Memorial Scholarships. Internships are available among the APICDA family, subsidiaries or partnerships, with salaries and other costs borne in whole or part by APICDA. Participants must maintain acceptable performance evaluations and remain in good standing under the Emil Berikoff Sr. Memorial Scholarship Program in order to continue in the Internship Program. An internship introduces students to practical hands-on experience that may lead to a full-time permanent position with APICDA or its subsidiaries. One of APICDA's primary goals is to provide and promote employment and educational opportunities for local residents in all aspects of the fishing industry.

Position Summary: This position will assist the Human Resources department by completing daily tasks focusing on operations & processes.

Essential Duties and Responsibilities:

- Assist with maintaining human resources electronic and paper files.
- Assist in coordinating job announcements, recruiting activities, application process, and onboarding new employees.
- Process and screen employment packets for accuracy and compliance.
- Assist with maintaining accurate record keeping for all employment and personnel files.
- Administer various program databases, including data entry and report generation.
- Assist with administration of employee handbook, employment agreements, and separation paperwork processing.
- Adhere to confidentiality regarding payroll/personnel files.
- Assist with special projects as needed.
- Other duties as assigned.

Education and Experience:

- Basic computer skills.
- Basic office equipment skills.
- Strong communications and interpersonal skills.
- Solid practical knowledge and skills using MS Office software (Excel, Word, and Power Point).
- Must follow directions completely, and in a timely manner.

Physical Demands:

- This position requires the physical ability to work outdoors when necessary. Requires stair climbing. Periodic lifting and carrying less than 50 pounds.

Compensation: \$15.00 per hour

Please visit www.apicda.com for an internship application. Applications should be submitted to: education@apicda.com. Thank you. APICDA is an EEO employer.