

Trainee/Internship Program Offer

(10855) Hotel Human Resources Program – Anchorage, AK



Program Duration: 18 months

Compensation: \$21.00 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

This hotel in scenic Anchorage, Alaska is right near the lakeshore in the downtown area. Surrounded by natural beauty, Alaska has much to offer and the hotel provides refined stays for guests seeking to explore this gorgeous state. The host is seeking a trainee familiar with the HR field, who is hoping to increase their knowledge and advance in their career.

Position Description:

- Assist with the planning and execution of employee engagement initiatives
- Assist with recruitment activities, including job fairs, university events, and the internship program
- Assist with onboarding and new hire orientation
- Participate in recruitment while creating and maintaining relationships with hotel schools
- Help with daily operation of the Talent & Culture Department
- Promote positive colleague relations through an environment that encourages open communication, trust, mutual respect, and fun
- Assist employees with inquiries regarding time off, benefits enrollment, and benefits
- Maintain employee files
- Provide support with unemployment claims, leave requests, and workers compensation claims

Applicant Qualifications:

- To apply for the **Trainee** program, you must hold a bachelor's degree in **human resources/psychology/business** and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- Applicants must speak advanced English
- Excellent English communication skills both speaking and writing
- Proficiency with Microsoft and Google Suites
- Strong analytical skills, documentation skills, and people skills are a must
- Must be organized and detail oriented
- Able to work independently and as part of a team

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title