

APR Consulting, Inc.

13512 Newhope Street
Garden Grove, CA 92843
www.APRConsulting.com

COMPANY DESCRIPTION

APR Consulting Inc., has over 30 years of experience providing innovative staffing solutions nationally,.It is their mission to provide quality and professional staffing solutions to meet clients' needs in an efficient, ethical, timely and cost effective manner that will result in profit for all.

DUTIES & RESPONSIBILITIES

- Learn broad knowledge of employment, recruiting, employee relations, compensation, benefits, training and development.
- Learn how to source for qualified applicants who may be considered as candidates to fill job openings for large corporations using various media such as proprietary databases, search engines, and direct communications with wide network of professionals in the industry.
 - Job Order review and system-entry
 - Source/Search for qualified candidates
 - Prequalifying resumes
 - Submittal of selected resumes to Staffing Specialist
 - Coordinating client interview of candidates
- Learn equal employment opportunities in compliance with various state and federal mandates; and process the entire on-boarding lifecycle.

QUALIFICATIONS & REQUIREMENTS

- Must be actively enrolled in an undergraduate program at an accredited local University, with a major in Business Administration, emphasis in relevant field. Junior or Senior level.
- Strong technical and organizational skills in addition to excellent written and verbal communication skills, in a professional environment.
- A high level of integrity, accuracy, dependability, enthusiasm, and confidentiality.
- Proficient in Microsoft Office applications (Excel, Word, and PowerPoint).
- Must be authorized to work in the U.S. without Visa sponsorship.

TIME COMMITMENT

These are the periods of time requested by the employer:

- 1-term (50-100 hours/10 weeks)
- 2-term (50-100 hours/20 weeks)
- 3-term (50-100 hours/30 weeks)

HOW TO APPLY & DEADLINE

Applicants should then send a resume/cover letter to Harvey Kuncewiecki at harveyk@aprconsulting.com. Please type "UCI Intern Application: your name" in the subject line.

CONTACT INFORMATION

Please note that the internship is unpaid. Course credit will be accredited by enrolling in SocSci197.

For additional information, contact Harvey Kuncewiecki at harveyk@aprconsulting.com or call 714-544-3696, visit their website at www.aprconsulting.com.