

Business Expo Center

1960 S. Anaheim Way

Anaheim, Ca, 92805

Website link

COMPANY DESCRIPTION

Located in Anaheim, California, the Business Expo Center is a premier event facility that specializes in the accommodation of business events including seminars, conferences, meetings, trade shows, expos, and conventions. We also provide space for social events such as receptions, celebrations, banquets, and holiday gatherings. Unlike other event venues, we also provide the means to boost exposure and increase event attendance through such amenities as video streaming and a variety of marketing opportunities.

DUTIES & RESPONSIBILITIES

We are seeking interns who want to work in human resources. The intern will learn recruiting processes, identify recruiting opportunities, and work closely with a supervisor to organize HR efforts.

QUALIFICATIONS & REQUIREMENTS

- Strong written and verbal communication skills
- Proficient in Microsoft Office
- Intermediate computer skills
- Ability to multitask
- Work independently as well as in a team
- Well organized
- Interpersonal skills

TIME COMMITMENT

These are the requested periods of time by the employer

- 1-term (50-100 hours/10 weeks)

HOW TO APPLY & DEADLINE

Students should forward cover letters and resumes to hr@businessexpoctr.com or apply online at: <http://www.businessexpoctr.com/?page=intern>. Applications are accepted year round.

CONTACT INFORMATION

For More information please contact Wendy Tran at hr@businessexpoctr.com or 714-978-9000. You can also visit their website at <http://www.businessexpoctr.com>.