



GLOBAL LEADER INTERNSHIP



XANTERRA SOUTH RIM, LLC

WWW.XANTERRA.COM

Number of Positions: 1

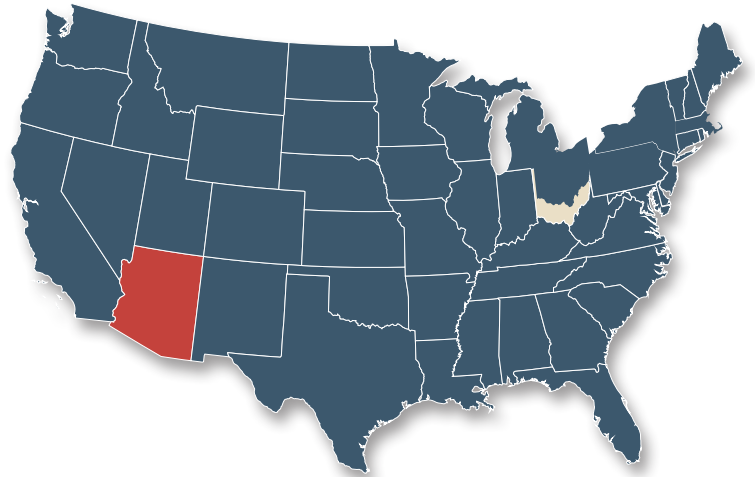
Length of Training: 6 Months

Location(s): Grand Canyon, Arizona
\$8.00/hour

Compensation: Shared dormitory rm \$16/week
Discounted meals

Ideal Start Date: February 28, 2012

Average Work Hours: 36-40 hours/week



COMPANY INFORMATION

We are the in-park concessionaire who operates all the Restaurants, Cafeterias, Hotels and Gift shops within park boundaries.



APPLICANT REQUIREMENTS

Academic Background Professional/Practical Experience:

- Bachelor's degree preferred.
- Some experience in HR desired but not required.

Skills/Knowledge/Language Proficiencies:

- Advanced English skills required. Other languages beneficial, such as Spanish, Thai, Chinese, etc.
- Windows Office software products.

Other Relevant Details:

- Lawson knowledge helpful but not required.

INTERNSHIP DESCRIPTION

Department/Company Area/Field of Training:
Human Resources (HR)

Trainee's Title: HR Clerk

Intern Main Tasks/Responsibilities:

- Participate in daily interaction with staff and new arrivals, observation and shadowing, instructional mentoring with the supervisor and hands-on training

Key Objectives of Training:

- Intern Will gain Knowledge of Human Resources functions and operations in a U.S. settings

Tasks/Activities Associated with Training:

- Welcome new employees and assist them in completing required paperwork.
- Review company policies and handbook with new employees.
- Compile new employee files.
- Assist with filing and answering phones