



HR/Administrative Intern
Location: Parsippany, NJ

About TM Forum

TM Forum is the global member association for digital business. We provide a platform for hundreds of global members across a wide range of industries – communications, technology, cities and municipal government, insurance, healthcare, and so on – to collaborate and partner to co-create, prototype, deliver, and monetize innovative digital services for their billions of customers.

Our vision is to drive the next wave of digital business growth – the digitization of every industry – by providing a common innovation platform to connect businesses, industries, and ecosystems. We do this in a highly practical and agile way through collaboration programs and communities which lead to rapid prototypes – ranging from digital business models to interconnectivity APIs – that have real world commercial applications. Complementing our collaboration programs, the Forum provides thought-provoking digital business research and publications, industry best practices and standards along with training programs to accelerate adoption, and events and workshops which connect top business & IT leaders to learn, network, and develop meaningful partnerships.

Job Overview

We are looking to find a hard-working and organized person to assist with our Human Resources Director and Procurement Manager to help perform company tasks. An ideal employee should exhibit strong organizational skills as well as be familiar with codes and conducts needed for a company. This person will be assisting in recruitment, training, and maintenance of new, active and terminated employees.

Responsibilities

Human Resources tasks:

- Maintains the work structure by updating job requirements/descriptions
- Establishes and conducts employee orientations and training programs
- Maintains benefit programs for all employees
- Maintains historical human resource records by updating and filing past and current records

Administrative tasks:

- Maintain and order office supplies
- Performing variety of clerical duties
- Utilize knowledge of systems or procedures

Qualifications

- Knowledge of laws and regulations
- Must be enrolled as an Undergraduate student; preferred major in Human Resources
- Good communication and organizational skills
- Excellent computer skills (Microsoft, Excel, PowerPoint)

For immediate consideration, please email your resume to recruit@tmforum.org.

An Equal Opportunity Employer

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