Professional Business Solutions of Western Colorado

Human Resource Management and Marketing Intern

**Job Description:** *Looking for an energetic and motivated intern who would like to be involved in a variety of human resource practices and bring their creativity to marketing this mid-sized component.*

**Duties Include:**

* Phone/Text Etiquette
* Computer Knowledge, specifically Microsoft
* Accurately inputting data and or employee information
* Social Media Experience
* Employee Document Handling:  Understanding I9’s, W4’s, and legal requirements of those documents.
* Interviewing Techniques
* Understanding Workers Compensation and navigating injuries, back to work policies, filing of claims and medical payment procedures
* Filing

If interested, please submit your resume to Mary Simon at [mary@pbswc.com](mailto:mary@pbswc.com).