

# BUTTERBALL® FARMS, INC.

*Because Butter Should Be Beautiful®*

Butterball® Farms, a world class food manufacturer, is on a mission. The mission is to Enrich Lives. With over 50 years in the industry, Butterball® Farms is proud to give back to our employees, communities, and neighbors. We are proud of the tradition of innovative partnerships to help employees and partners lead better lives. We manufacture and supply the world's premier food companies with value-added innovative butter products. Our mission to Enrich Lives is recognized globally. Our quality work environment gives you the tools you need to succeed.

## **Human Resources Intern**

Butterball® Farms is currently looking for a Human Resources Intern to help enrich the lives of the employees through their daily responsibilities and interactions. A majority of what the intern does affects other employees and people throughout the community. The Human Resources Intern should be a person that is dependable, flexible, friendly, and can maintain confidentiality.

### **Responsibilities Include:**

- Answering employees' questions
- Up-dating information using various computer systems
- Filing paperwork
- Scheduling meetings and appointments
- Creating bulletin boards
- Recruitment/Placement (reviewing resumes, conducting interviews, entering documentation, etc)

### **Requirements:**

- Ability to clearly communicate with HR department as well as communicate with employees
- Highly prefer Conversational Spanish
- Experience with Microsoft Excel, Word
- Ability to recognize issues, problems and opportunities, and take appropriate action
- Ability to work independently as well as participate in a team of professionals
- Proven accuracy and strong attention to detail

### **Preferences:**

- Fluent in interpreting and translating Spanish
- Prior office experience
- Junior or Senior Status
- Pursuing a B.S. degree in Human Resources or a related degree

### **What we can offer you:**

- Paid internship
- Approximately 20 hours weekly
- Flexible Schedule
- Opportunity to learn and ask questions
- Culturally diverse workplace

- The opportunity to use and to broaden your (HR) knowledge

Are you ready to start a great career? As a Human Resources Intern, you have the opportunity to gain an invaluable amount of experience in the field. There is also a potential for this to become a full-time position. This is an excellent opportunity for professional growth.

If you have the qualifications and want to be part of a growing, fast-paced organization that lives the mission of "*Enrich Lives*," please email your resume to [jobs@butterballfarms.com](mailto:jobs@butterballfarms.com).