

Learn and Earn – Arbella Human Resources Intern

Anticipated Start and End Dates:	August 2021 through Fall Semester 2021 – <i>6 to 12 months</i>
Job Address:	1100 Crown Colony Drive, Quincy MA
Is Location MBTA Accessible?	Yes (Quincy Adams)
Hours Per Week:	Full time summer – fall part or full time
Preferred Days of Week:	Monday - Thursday
Work Hours:	Flexible – 8:00 to 4:00, 8:30 to 4:30 or 9:00 to 5:00
Pay Rate and Travel Stipend:	\$ 18.00 per hour and a one-time travel stipend
Internship Class:	INT-299 Internship Class will be taken during Fall 2021 semester

Organization Overview:

Arbella Insurance Group is one of the largest writers of property and casualty insurance operating in MA, CT, NH and RI. At Arbella, each one of our employees has a unique story, background, and perspective that enriches our community. And we celebrate that in our hello in the hallway, remember your pet's name type of office culture. From face time with leadership, to local volunteering and Zoom parties, working at Arbella is anything but just another day in insurance. Come and see for yourself.

Are you considering a career in *Human Resources* or looking to gain some great business experience? Then Arbella Insurance may be the perfect place for you!

In this role, you will have the unique opportunity to work as part of a dynamic HR team and explore all the different facets Human Resources has to offer (i.e. recruitment & onboarding, benefits, talent development, and more.)

The right candidate will assist in the day-to-day support of our employees and have completed some business coursework. The work schedule is four days a week in our Quincy location with flexibility around class schedule, this internship is at least 6 months.

Job Description:

- Assist in interactions with our employees, maintain the Human Resources office, (including, but not limited to, answering employee questions, fielding phone calls, providing administrative support to the HR team, ordering supplies, etc.)
- Learn the full recruitment cycle: schedule interviews, screenings, interview techniques/best practices and candidate selection.
- Assist with onboarding program, coordinate logistics and provide support.
- May assist with learning/development activities.
- Assist in projects and/or other duties as needed

Basic Qualifications:

- High energy, ability to multi task and strong attention to detail with strong follow up
- Excellent interpersonal, verbal and written communication skills
- Dependability, confidentiality and able to work in a fast paced environment
- Sound Microsoft Word skills

To Apply:



Email Kadee Tapley at kmtapley@bhcc.edu to apply today!

Questions?

Kadee Tapley - Learn and Earn Coordinator • kmtapley@bhcc.edu