



Company:	Liberty Mutual Insurance
Position:	Corporate Finance HR
Academic Majors:	Accounting, Finance, Business
T-Accessible:	Yes – accessible via the green line
Address:	175 Berkeley St. Boston, MA 02116
Hours/ Days:	Flexible based on needs of participant
Compensation:	\$15.00/hr. + travel stipend

Organization Overview (mission, service areas, size, culture):

We believe strongly that commercial success can be achieved in a manner consistent with principles and ideals that bind us together as one company, that set us apart from our competitors, and that in the end will allow us to say we have succeeded commercially by doing the right thing the right way.

We believe that the Company's success is inextricably linked to our employees' satisfaction and success: satisfaction that they work for an industry leader committed to improving safety, satisfaction that they work for a company that does the right thing, and satisfaction that the company will reward them for their contributions and provide opportunities for personal growth and success.

We believe our employees take pride in knowing that they help people live safer more secure lives every day.

Internship Position Summary (please include any training provided):

An intern working on our Corporate Finance HR Team will gain exposure to a variety of aspects of practicing Human Resources. The intern will work closely with a team of 5 HR Professionals and will support Recruiting needs, HR, Training and Program Administration.

Job Responsibilities (regular duties and special projects):

During this Co-Op assignment you will be responsible for participating in Corporate Finance related initiatives and projects:

- Assist Program Manager with administering various Corp Fin programs (technical training, Financial Management Program, etc.)
- Research and implement an appropriate HR document management/storage process
- Review and recommend HR best practices (i.e., recruiting, ER templates, etc.)

Participate in Cross SBU and Corporate Department HR and Recruiting Committee projects and initiatives

- Finance Talent Review and Assessment
- Finance Data Sharing Project

Coordinate HR Activity through daily support of the Corp Fin business groups including Audit, Accounting, Treasury, and Tax.

- Employee Relations
- Recruiting
- Talent Review Assessment Process
- Performance Review and Merit Increase Activity
- Employee Opinion Survey Analysis

Qualifications (attitude, skills, abilities, knowledge, experience needed):

- Working towards a Degree in General Business, Psychology, Communications, Human Resources Management, with a minimum cumulative 3.0 GPA
- Effective analytical and problem-solving skills
- Demonstrated leadership abilities
- Effective written and verbal communication skills and the ability to work in a team environment
- Experience conducting research and presenting findings in a clear, concise manner
- Effective organizational skills, attention to detail and the ability to meet competing deadlines (this person will be receiving work from several team members)
- Eagerness to learn in a fast-paced environment and enthusiastic to accept new challenges