



Internship Position: Intern, Human Resources

Organization Name: Vertex Pharmaceuticals

Academic Majors: Human Resources Major preferred
T-Accessible: Yes – South Station & Vertex Shuttle
Address: 50 Northern Avenue, Boston MA 02210
**Start Date/
Duration:**
Hours/ Days: TBD
Compensation: \$15.00/hr. + travel stipend

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

Vertex is a global biotechnology company that aims to discover, develop and commercialize innovative new medicines so people with serious diseases can lead better lives. Founded in 1989 in Cambridge, MA, Vertex today has research and development sites and commercial offices around the world in the United States, Canada, Europe and Australia

Internship Position Summary (please include any training provided):

Selected intern candidate will join the Human Resources team and will focus on leading/supporting several projects/initiatives for the HR Leads, in addition to gaining exposure to Learning and Organizational Development, Benefits, Staffing, and other HR disciplines. The selected candidate will work closely with project sponsors and other key stakeholders on identified projects designed to foster an understanding of the basics of HR and to create value for the organization.

Job Responsibilities (regular duties and special projects):

- Assess and evaluate employee and industry data, research best practices and learnings about Vertex practices/process, support HR leads in the development of new processes and strategies
- Partner with the HR team and other key stakeholders (accounting, Payroll, etc.) to identify operational efficiency opportunities – recommend HR process improvements and document process flows.
- Participate in ad hoc projects as needed

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

Minimum Qualifications

- Must have a high school diploma and be enrolled in a degree program.
- Working knowledge of MS Word, Excel, and PowerPoint

Preferred Qualifications:

- Completed human resources, organizational psychology/organizational development or business administration coursework
- Prior intern/ co-op experience in HR related field
- Attention to detail, flexibility and ability to manage multiple competing priorities while meeting expected deadlines
- Strong analytical capabilities and problem solving skills
- Highly motivated and energetic
- Strong work ethic and tenacity