Vanderlande is the global market leader for value-added logistic process automation for airports, warehouse, parcel and postal markets. Established in 1949, Vanderlande has more than 5,000 employees, all committed to moving its customers’ businesses forward at diverse locations on every continent. We have established a global reputation over the past six decades as a highly reliable partner for value-added logistic process automation.

As a Recruitment Intern you will join Vanderlande’s North America Corporate HR team. You will gain hands-on experience in all aspects of Talent Acquisition from sourcing candidates, scheduling interviews to candidate selection and onboarding.

**Essential Functions:**

* Partner with Recruitment team members to create and execute recruitment strategies and marketing campaigns including content and posting schedule to attract talent
* Assist with initial resume review, evaluating candidate’s qualifications and strengths compared with job requirements
* Assist with sourcing passive talent through resume databases, search engines, networking, LinkedIn and employee referrals
* Assist with coordinating interview schedules and travel arrangements
* Assist with community outreach and internship/trainee program and event calendar
* Other HR duties as required

**Basic Requirements:**

* Must be a Senior enrolled at an accredited university or college majoring in Human Resource Management, Communication, Business, Psychology or related degree
* Availability to work 30 hours per week is preferred
* Students are expected to work normal business hours: Monday through Friday
* Passionate about pursuing a career in Recruitment/HR
* Proficient in Microsoft Office Suite

**Knowledge-Skills-Abilities:**

* Strong organizational, prioritizing, interpersonal and problem-solving skills
* Communicate professionally; strong written and verbal communication skills
* Be flexible, and be able to prioritize and multi-task while working in a fast-paced environment with changing priorities
* Be able to effectively work in an office and remote team environment
* Ability to multi-task, self-starter, and self-reliant
* Ability to work with a variety of personalities and cultures