Zenique Hotels Burlingame – People & Culture Intern Summer

**Reports To:** Regional Manager of People & Culture

**Compensation:** $15.00 per hour

**Time Commitment:** June 2019 - August 2019 (18-24 hours per week)

**Interested? Apply here:** [https://easyapply.co/job/human-resources-intern-8](https://easyapply.co/job/human-resources-intern-8)

**Requirements:**

- Currently earning a degree or hold a degree in Hospitality, Human Resources, Business or related field with a strong interest to pursue career in the Human Resources field.
- Willing and able to work between 18-24 hours per week Monday-Friday between the hours of 9am-5pm
- Proficiency in Microsoft Office and Excel
- Strong written and verbal communication skills in English
- Excellent, organization, research and time management skills
- Must be able to maintain confidential information
- At least one year of work experience required

**General Responsibilities:**

- Uphold and execute Zenique Core Values
- Be an active member of the Zenique Diversity Team
- Promote and generate excitement for People & Culture initiatives across the company
- General administration tasks at the corporate office
- Follow and enforce all Zenique Operating Procedures that relate to People & Culture

**Specific Responsibilities:**

- Prepare monthly Birthday Cards
- Prepare monthly Anniversary Certificates
- Prepare monthly Benefit Enrollment materials
- Prepare prize Bday/Zen Cash spin wheel for monthly meetings
- Assist in recruitment: reviewing resumes, phone screens, scheduling and confirming interviews and reference checks
- Ensure new hire’s NetChex profiles are complete with photo and hobbies
- Gather content and create Quarterly Zenique Newsletter and distribute to properties
- Assist in completing Exit Interviews and 30/60 day check-ins
- Assist in organizing company-wide events and initiatives including sending petty cash to properties
- Create flyers for upcoming events and company news
- Generate weekly social media posts
- Administrative support for Corporate Office
- Complete special projects as assigned
Optimum Attributes (not required):

- Passion for Hospitality
- Passion to learn and a desire to make a difference
- Self-motivated and ready to take on challenges
- Responsible and dependable. Willing to fulfill obligations.
- Integrity- Honest and ethical.
- Outgoing and self-expressor while maintaining professionalism
- Fluent in Spanish

Zenique Hotels is an Equal Opportunity Employer

Regards,

Krista Brughelli | Regional Manager of People & Culture

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