**Who is Cleaver-Brooks …**

Cleaver-Brooks is the market leader in providing fully integrated boiler and burner systems. We lead the boiler/burner industry due to our unmatched distribution network’s ability to deliver the knowledge, service, training and support that are essential to long-term performance. Our customers will tell you that we’re the only equipment provider that manufactures boilers, burners, controls, and a full array of ancillary and aftermarket products. They’ll also mention that our unique single-source capability means that we can deliver fully integrated boiler room solutions that reduce overall costs and optimize space. It is our focus on products that deliver the most efficient, reliable, safe and environmentally sustainable solutions that differentiate us in the marketplace. Cleaver-Brooks continues an 80+ year legacy of providing the customers we serve with extraordinary products designed to deliver unsurpassed performance through the power of commitment.

**Job Summary ...**

Responsible for assisting with day to day administration of various HR functions and become a project team member for new projects. The Human Resources Intern will directly assist the Talent Acquisition Business Partner and Corporate Human Resources Generalist with a wide range of projects related to HR compliance and audits, recruiting, employer branding/social media efforts, onboarding, job description creation and general data entry.

**Your Responsibilities ...**

* Work within the HRIS database, Ultimate Software, to enter in new data, clean-up current data and help maintain candidate and employee information.
* Assist Talent Acquisition Business Partner with sourcing, screening and identifying potential candidates
* Collaborates with corporate HR team with launching social media campaigns
* Conducts audits to ensure compliance and recommends corrective action.
* Assists with completing Affirmative Action process and data collection.
* Runs reports within the reporting system on an as-needed basis as well as builds and schedules reports for other HR team members.
* Assists Corporate HR team with various research and/or projects.
* Assists in preparing company announcements or correspondence.
* Collaborates with other HR team members in preparing and executing projects.
* Collect and analyze data - tracks trends and developments in assigned functional areas and conducts studies.
* Apply intellect, creativity, adaptability, judgment, and management skills to achieve required results.
* Ensure duties and company projects are accomplished in an efficient and cost effective manner.
* Support peers and management with internal and external projects.
* Adhere to company policies.
* Other duties as assigned.

**Physical Skill and Effort ...**

Limited manual dexterity required.  Work requires infrequent physical effort.

**Working Conditions and Hazards ...**

Normal plant, shop, field or office conditions. From time to time, slightly disagreeable features.  Negligible/little or no exposure.

**Do You Qualify ...**

**Education:** High school diploma or equivalent preferred.

**Experience:** Basic office experience including Microsoft Outlook, PowerPoint and Word preferred. Strong working knowledge with various Social Media vehicles (LinkedIn, Instagram, Twitter, Facebook, Snapchat)