



JOB DESCRIPTION

Title:	Intern, People
Department:	People
Pay Class:	Full Time Temporary
Exemption Status:	Non-Exempt
People Manager:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Company:	TOI
Travel Required:	None
Location: Hybrid 2-3 days. 101 Carnegie Center Dr, Princeton, NJ 08540	
Employee Value Proposition: <ul style="list-style-type: none"> Are you a student looking to kickstart your career in Human Resources? Taiho Oncology's People team is seeking an intern to join our team. This is an opportunity to dive into the fast-paced world of HR and gain hands on experience in the pharmaceutical industry. In this role, the individual will have a chance to be exposed to a variety of HR functions including recruiting, onboarding, compensation, benefits, and employee relations. 	
Position Summary: The People Team Intern will have the opportunity to be involved in various tactical and/or operational areas of HR. The intern will work on projects with areas such as the People Team Business Partners, Total Rewards, and Talent Attraction and Management.	
Performance Objectives: <ul style="list-style-type: none"> Data analysis and reporting Assist with compensation evaluations and reporting Support in the talent attraction process including conducting resume reviews, phone screens and reference checks, etc. Assist with research on program content for Learning Management System (LMS) Conduct research on new potential vendor partners Support process standardization Other ad hoc projects as needed 	
Education/Certification Requirements: <ul style="list-style-type: none"> Must be currently enrolled in an undergraduate program and completed at least sophomore year with a major or minor in Human Resources or a related field. 	
Knowledge, Skills, and Abilities: <ul style="list-style-type: none"> The ability to work as part of a team. Excellent administrative and organizational skills. Detail-oriented. Time management Strong analytical and problem-solving skills. Excellent verbal and written communications skills Familiarity with HRIS (Human Resources Information System) and/or ATS (Applicant Tracking System) software is advantageous. Proficiency in all Microsoft Office applications. Prior experience in a corporate business environment is preferred. 	
The incumbent in this position may be required to perform other duties, as assigned.	



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