

POSITION: T 2110
DURATION: 12 months
POSITION TITLE: STAFFING MANAGER TRAINEE OR INTERN

This position is designed to give the participant an in-depth view at the human resource functions in a staffing agency. They will learn about hiring, disciplining employees, payroll, data entry, customer service, basic human resource laws, basic risk management, and interviewing techniques.

COMPANY TYPE: Staffing Agency
QUALIFICATIONS: Experience/education in business administration or human resources. Letter explaining interest may be required. Several phone/Skype interviews will be required.
WAGE: \$1200 per month
AVERAGE HOURS: 32-40 hours per week
FREQUENCY OF PAY: Semi-monthly
SCHEDULES: Usually Monday-Friday, 8:00 a.m. – 5:00 p.m.
APPEARANCE POLICY: Business casual
SICK/VACATION DAYS: 6 sick days and 5 vacation days, plus some holidays
MEAL CONDITIONS: None provided

LOCALE INFORMATION

LOCATION: West Jordan, Utah
TYPE OF AREA: Suburb of Salt Lake City
WEBSITES: <http://www.wjordan.com/>
INTERNET AVAILABILITY: Available
PUBLIC TRANSPORT: Bus, taxi
TRAVEL TO WORK: Bus, walk, ride (varies depending on housing location)

HOUSING INFORMATION

DOES EMPLOYER ARRANGE/ASSIST? Yes. Employer will assist with the location of housing. Employer will also arrange temporary lodging for the first week.
HOUSING COSTS: \$550-650 per month (estimated)
HOUSING DEPOSIT: Varies by property. Typically one month's rent.

ARRIVAL INFORMATION

AIRPORT: Salt Lake City, Utah
EMPLOYER PICK-UP: Yes. With advance notice.