

Job Description		
Position: HR Intern – Culture Carrier		
Reports to: Director of HR		
Responsible to: All things finance	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Intern	Hours: 45/week <input type="checkbox"/> Salary <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Internship
Job Description: <p>"If you fulfill the wishes of your employees, the employees will fulfill your visions."</p> <p>A Culture Carrier will be required to communicate with upper management and employees throughout the company on a regular basis. Learning how to effectively communicate in a business setting. Most importantly a Culture Carrier will believe in our products and services with all your heart. Learn the Company Stats. Bring energy to the job every day.</p>		
What we require: <p>Must be punctual. Must have a clue. Must love dogs. Must have patience and a great sense of humor. Must have executive hair. Must understand unpaid internships will be metaphorically enriching.</p>		
What you will do: <p>Resolving problems in paperwork Ensuring that procedures are performed correctly Advising employees on safety issues, productivity, and damage claims Ensuring that the employees are working efficiently Updating various databases including the grievance log, applicant flow, HRIS, etc. Researching and collecting data for various HR initiatives Any other reasonable task requested by management for the success of Weiguo Solutions</p>		
What you will learn: <p>How to make stuff. How to ship stuff. How to sell stuff. How to work and communicate with a diverse team of people from around the world. That you will teach as much as you will learn. That Weiguo Solutions is hard to say, impossible to forget.</p>		

Employee Signature:

Manager Signature:

Date:

Date: