



**Invariant Corporation**  
4040 Chris Drive, Suite 100  
Huntsville, AL 35802  
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*An Equal Opportunity Employer M/F/Disabled/Veteran*

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**Invariant Corporation** is a small company with a highly qualified technical staff that takes pride in providing quality services to our customers. We offer a comprehensive benefits package including 401k, profit sharing, and health/dental insurance. We have the following position available in our Huntsville office:

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### **Human Resources Intern 21-014**

#### **WHY WE'RE DIFFERENT**

Our philosophy that a company could be both dedicated to fostering a pro-employee work atmosphere and maintain an unwavering commitment to excellence by providing the highest quality of achievement in service to their customer.

#### **Human Resource Intern**

In your role as the Human Resources **Intern**, your professional development will be fostered while working in conjunction with the HR Manager to perform a wide range of HR related functions from general employment life cycle activities from recruiting to termination. These include recruiting, training, employee relations, performance management, onboarding, benefits administration, safety, affirmative action and employment law compliance.

#### **Reception Duties/Responsibilities:**

- Controlling access to the facility, greeting, determining the purpose of the visit
- Maintaining a log of visitors, issuing visitor passes and identifying an escort to the appropriate location
- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments
- Receives mail, documents, packages, and courier deliveries and delivers or distributes items

#### **Human Resource Duties/Responsibilities:**

- Maintain HR information and manage relevant employee processes
- Administers health and welfare benefits; updates employee/employment changes in systems, reconciles monthly bills with accounting, assists with open enrollment
- Performs periodic audits of HR files and records to ensure employment records are maintained in accordance with legal requirements
- Support compliance programs (e.g., EEO/AA, ADA, FLMA, WC, OFCCP, etc.) to ensure legal and corporate policy compliance
- Maintain employee and applicant documentation and files
- Assists with identifying and coordination of learning activities and training requirements
- Updates learning management system and provide reports
- Maintains the integrity and confidentiality of human resource files and records
- Assists with planning and execution of special events such as benefits enrollment, career fairs, organization-wide meetings, employee events, holiday parties, etc.
- Prepare and proofread documents and correspondence produced by department
- Assists with preparation of human resource and government reports
- Performs administrative, clerical support tasks, and other duties as assigned

**WHAT TO EXPECT**

- Work as part of a team of customers, employees, and government representatives

**YOU WILL LOVE THIS JOB IF YOU**

- Are a self-starter and require little oversight to complete given tasks
- Appreciate working on varying tasks and not working one task for long periods of time
- Love working with diverse groups of individuals, including customers, employees, and government representatives
- Are good at communicating with people

**HOW DO I MAKE A DIFFERENCE**

- By supporting our employees, we are ensuring Invariant continues to be one of Huntsville's best places to work

**WHAT SKILLS, LEARNINGS, AND EXPERIENCES ARE REQUIRED**

- Demonstrated administration experience
- Excellent organizational skills and attention to detail
- Knowledge of office management systems and procedures
- Ability to operate general office equipment
- Ability to use a Windows Operating System
- Intermediate knowledge of Microsoft Office Suite or related software

**MINIMUM TRAITS AND COMPETENCIES FOR THIS POSITION**

- Work well in a small, fast-paced, and mission-driven environment with co-workers, management, and client
- Demonstrate innovation, quick learning, excellent communication skills and adaptive thinking
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy
- Work independently with minimal supervision, and to make rational decisions, and to exercise good judgment is essential
- Some travel may be required depending on project requirements
- Employment may be contingent on a drug screen, physical and criminal background track

**NICE-TO-HAVE SKILLS AND EXPERIENCE FOR THIS POSITION**

- Knowledge of human resource laws and regulations
- Knowledge of benefits plans and administration

**Education Required:**

- Must be actively seeking a bachelor's degree in Management, Business Administration, Human Resource Management or related field of study. Have completed sophomore year of university studies and be in good academic standing.

**WORK ENVIRONMENT**

- Office, lab, field and machine shop environments
- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

**WHAT YOU GET IN COMPENSATION, PERKS**

- Competitive salaries: commensurate with experience
- Personal Leave (Vacation/Personal/Sick)
- Vision Benefits
- 401(k) with employer matching
- Holidays
- Flexible Work Schedules
- Profit Sharing

**WHAT'S NEXT**

If you are interested in employment opportunities with Invariant, please email [hr@invariant-corp.com](mailto:hr@invariant-corp.com) with your resume attached. We'd love to hear from you!

Invariant is a drug-free workplace. Invariant Corporation is an Equal Employment Opportunity Employer - minorities/males/females/veterans/individuals with disabilities/sexual orientation/gender identity.