

NEWS RELEASE

Contact:

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First Contact HR expands their Internship Program

Location: Fort Washington, PA

First Contact HR, founded in 2004, is a dynamic, growing company whose reputation is built on accurate, thorough and rapid processing of background screens. In the first three years of operation, First Contact HR has more than doubled in size on an annual basis.

Leading the company is founder and principal, Leon Singletary. Singletary is deeply involved both in community outreach, and as an expert in human resource training topics such as diversity and inclusion, employee motivation, and compliance with labor laws.

First Contact HR is looking for bright interns to work out of our Fort Washington office.

Marketing & Sales Intern

The Marketing Department publishes a monthly newsletter on topics such as Best Practice Recruiting Strategies, Background Screening Basics, Human Capital Management and The Effects of our Global Economy on the Workplace. Interns will help create articles on relevant topics, as well as learn and participate in B2B selling fundamentals.

Client Services and HR investigations Intern

The Operations Department conducts comprehensive background checks on job candidates and recent hires for the clients of First Contact HR. The ideal candidate will learn and experience the process on conducting employment and education verifications, drug testing and understand the overall value of background screening in the selection of new hires for employment.

The ideal candidate will have a career interest in human resources, possess a positive attitude, be a team player, and have the ability to work independently. Additionally, candidates should have proficiency with spreadsheets, MS Access, word processing, and PowerPoint. Good written and oral communication skills are essential.

Interested parties should email a letter to the following address:

client.services@hrc-pa.com

Please include what program you are in, GPA, and number of years completed in the program. Let us know why you are pursuing an internship.

First Contact HR is an Equal Opportunity Employer

