



FULL TIME SUMMER INTERN

At Transpo, we are changing the way public transportation moves in our community with new energy efficient vehicles, a state-of-the-art LEED Platinum certified transit facility and innovative leadership. We are looking for employees who like to be challenged, work in a fast-paced environment and have a passion for our mission and core values.

POSITION DESCRIPTION *(NOT ALL-INCLUSIVE)*

The 2018 Summer Intern position is geared towards Human Resources and will provide exposure to all departments within a public transportation agency. This individual will learn the practical application of:

- Recruiting and hiring process
- Employment law and compliance
- Employee benefits management
- Administrative and project support for Operations, Marketing, Accounting and Maintenance departments

QUALIFICATIONS *(NOT ALL-INCLUSIVE)*

- Highly organized with exceptional time management skills
- Ability to work both independently and with a team
- Self-motivated and reliable
- Proficiency in Microsoft Office
- Excellent communication skills
- Integrity / Confidentiality
- Available for 40 hours per week