What’s your passion? Whether you’re into surfing, snorkelling or sewing, at IHG we’re interested in YOU. We love people who apply the same amount of care and passion to their jobs as they do their hobbies - people who help us create great hotels guests love.

At the moment we’re looking for an Intern to join our Human Resources team at IHG. By bringing your energetic and enthusiastic approach to work everyday, we’ll give you the opportunity to support our HR Coordinator to ensure that we meet our people objectives and deliver on our employee promise Room to be yourself. This includes providing recruitment support through pre-screening candidates for managers, assisting with workers compensation and OH&S coordination and performing other general HR tasks.

Starting November 2009 and based at Crowne Plaza Coogee Beach, you’ll work with us 1 day a week for up to 6 months. We’re flexible as to what day of the week you work as we’re mindful that you need to fit us in and around your studies.

To be successful you’ll be a 3rd or 4th year student studying a Bachelors Degree in Commerce – Services Marketing (Tourism Marketing) at UNSW with a major/minor in human resources. You have a proven track record in a customer service environment, an ability to work in a team and ideally some previous administration experience. You’re known for your attention to detail, strong organisational skills and ability to communicate at all levels. Ultimately, you have a can do attitude and the desire to progress your career in hotels.

To apply, please submit your resume and covering letter outlining how you meet the above selection criteria to Tania Bucic at t.bucic@unsw.edu.au by Friday 23 October 2009. All candidates will be then presented to IHG for a potential interview.

To learn more about what it’s like to work with IHG, please visit our careers website www.ihg.com/careers
JOB TITLE: Intern – Human Resources

EFFECTIVE DATE: November 2009

DIRECTLY REPORTS TO: Human Resources Coordinator

LOCATION: Crowne Plaza Coogee Beach

FUNCTION: Human Resources

SCHEDULE: 1 day a week

1. KEY RESPONSIBILITIES

Job Summary – (Role Summary)
As Intern – Human Resources, you’ll be working with our HR team to ensure that we meet our people objectives and deliver on our employee promise Room to be yourself. You’ll also help us to build our working culture by supporting our IHG Winning Ways of Do the Right Thing, Show We Care, Aim Higher, Celebrate Difference and Work Better Together.

Essential Duties and Responsibilities
• Assist with candidate prescreening & reference checking.
• Create a database of unsuccessful applicants for future recruitment activities.
• Assist with updating our employee database.
• Assist with maintenance of employee files.
• Assist with OH&S initiatives & legislative requirements.
• Participate in workers compensation administration requirements.
• Participate in other ad hoc duties as directed.

Occupational Health and Safety Responsibilities
• Demonstrate an awareness of OHS&W policies and procedures.
• Work in conjunction with management in the implementation of OHS&W related initiatives.
• Actively report workplace hazards, injuries and accidents arising from workplace activities, providing recommendations for corrective actions to prevent or minimise the chance of recurrence.
• Where Personal Protective Equipment (PPE) is required to control exposure to hazards in the workplace, wear and maintain the PPE as directed or as required in OH&S procedures.

2. REQUIRED QUALIFICATIONS

Required Skills –
• Attention to detail
• Strong organisational skills, ability to work to deadlines and to prioritise effectively
• Ability to effectively communicate (written and verbal) across all levels of the organisation
• Ability to work in a team environment
• Can-do attitude
• Strong customer service focus
• Ability to live our Winning Ways (Do the Right Thing, Show We Care, Aim Higher, Celebrate Difference and Work Better Together)
• Desire to progress career in hotels
Qualifications –
• Currently studying towards a Bachelors Degree in Business, Hospitality Management or Tourism

Technical Skills –
Intermediate Microsoft Office skills – Outlook, Word, Excel and PowerPoint

Experience –
• Experience in a customer service environment
• Previous administration experience would be ideal but not required

4. KEY RELATIONSHIPS

Key Internal Relationships –
• Human Resources Coordinator
• Hotel Operations Leaders and Teams
• Human Resources teams within NSW/ACT
• Talent Resourcing and Talent Development