



Dupre' Logistics is currently seeking a **Recruiting Intern** to support our Recruiting and Human Resource departments in Lafayette, LA. A successful Recruiting Intern may be considered for full time employment as the workload increases.

Company Description

Dupre' Logistics is a fast growth transportation & logistics provider that is adding to our organization in order to meet and exceed these goals:

- provide safe service that's profitable
- continue to profitably grow our business
- be the employer of choice
- be a career destination rather than a stepping stone on your career path

Key Duties:

- Assist in recruiting and onboarding efforts
- Stay abreast of hiring needs/demands
- Assist in screening applicants and performing candidate searches
- Prepare new hire employment records
- Assist in answering incoming calls and route accordingly
- Compile Excel spreadsheets and Word documents for the department when needed
- Handle personal and confidential information in a professional manner
- General administrative duties for department as needed including filing, scanning, updating employee records, sorting mail, data entry, and conducting research
- Other duties as requested by Recruiting Manager and/or management team

Job Qualifications:

- Currently pursuing a Bachelor's degree in Human Resources, Business Administration, Safety, or other related fields
- 1-2 years of administrative/clerical experience is preferred
- Knowledge of standard HR concepts, practices, and procedures is preferred
- Prior experience with DOT regulations is a plus, but not required
- Excellent verbal and written communication skills with strong attention to detail/accuracy
- Ability to work in a team environment while being self-directed, self-motivated & process oriented
- Ability to handle a high volume of employee and manager requests
- Must have working knowledge of Microsoft Word and Excel
- Positive mental attitude with high energy

We offer an excellent compensation package, very flexible scheduling during core business hours, competitive hourly wage, training, and opportunities for advancement.

A GREAT CAREER STARTS HERE!

Dupré Logistics, LLC

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