

Intern - Recruiter, Year-Round - BestDrive

あなたの仕事内容

HOW YOU WILL MAKE AN IMPACT

This internship will be 12 months long and requires working onsite three (3) days per week.

Join a team where your work directly impacts the growth of our organization. As a Recruiting Intern at BestDrive, you will gain hands-on experience supporting the full recruitment lifecycle, partnering closely with Hiring Managers, Human Resources, and Talent Acquisition leaders to deliver an exceptional candidate experience from requisition approval through pre-employment completion.

This internship provides exposure to corporate recruiting operations, talent sourcing, candidate management, interview coordination, offer administration, and pre-employment processing within a fast-paced environment.

- Support full-cycle recruiting activities from requisition approval through completion of all pre-employment requirements.
- Source candidates utilizing job boards, LinkedIn, networking opportunities, career fairs, and additional recruiting channels.
- Review resumes and provide qualified candidate slates to Hiring Managers for consideration.
- Follow up with Hiring Managers to obtain resume feedback and maintain recruiting momentum.
- Coordinate candidate communications throughout the recruitment process.
- Schedule phone interviews, virtual interviews, and onsite interviews while managing calendars and logistics.
- Track interview progress and ensure interview feedback and completed interview guides are received from Hiring Managers in a timely manner.
- Partner with Hiring Managers and HR Business Partners to facilitate candidate selection decisions.
- Draft offer letters for selected candidates.
- Distribute onboarding documentation and ensure all required paperwork is completed accurately and timely.
- Complete hiring activities within SmartRecruiters and move candidates through the hiring workflow process.
- Initiate and monitor background screenings through First Advantage and Sterling.
- Coordinate employment verification activities and monitor completion status.
- Schedule and track pre-employment drug testing requirements.
- Maintain accurate candidate records and data integrity within SmartRecruiters and related HR systems.



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Hybrid Job

法的事項
Continental Tire the Americas, LLC

- Assist with recruiting metrics, reporting, and Talent Acquisition initiatives.
- Support career fairs, employer branding activities, and other recruiting events as needed.
- Serve as a Talent Acquisition ambassador by delivering a professional, responsive, and positive candidate experience.

あなたのプロフィール

WHAT YOU BRING TO THE ROLE

- Currently enrolled in an accredited U.S. bachelor's degree program in Human Resources, Business Administration, Organizational Development, Communications, Psychology, Marketing, or a related field.
- Sophomore or higher class standing
- Minimum GPA of 2.8 or higher.
- Ability to commit to a 12-month internship and work at least 20 hours per week during standard business hours (Monday-Friday).
- Availability to work onsite three (3) days per week.
- Strong interest in Talent Acquisition, Recruiting, and Human Resources.
- Excellent verbal and written communication skills.
- Exceptional organizational skills and attention to detail.
- Ability to manage multiple requisitions, priorities, and deadlines simultaneously.
- Proficiency in Microsoft Office applications, including Excel, Outlook, PowerPoint, and Teams.
- Ability to handle confidential information with discretion and professionalism.
- Strong customer service orientation with a passion for creating an outstanding candidate experience.
- Self-starter mentality with the ability to work independently and collaboratively.

ADDITIONAL WAYS TO STAND OUT

- Junior or higher class standing
- Previous internship experience in Recruiting, Human Resources, Talent Acquisition, Staffing, or Administrative Support.
- Experience with SmartRecruiters or another Applicant Tracking System (ATS).
- Familiarity with background screening processes, onboarding activities, or pre-employment administration.
- Experience sourcing candidates through LinkedIn or other talent platforms.
- Participation in SHRM, student leadership organizations, or campus recruiting initiatives.
- Intermediate to advanced Microsoft Office skills.
- Able to work 30+ hours per week during normal business hours

Relocation assistance is not available for this role.

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All your information will be kept confidential according to EEO guidelines.

EEO-Statement:

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to Careers@conti-na.com or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

Ready to drive with Continental? Take the first step and fill in the online application.

会社概要

BestDrive, a wholly owned subsidiary of Continental, is quickly becoming the top choice among commercial trucking fleets for our high-quality products and exceptional service. BestDrive Commercial Tire Centers specializes in providing fleet customers with innovative tire solutions including award-winning Continental and General Tire brand products, innovative commercial solution products such as ContiPressureCheck, and a wide array of multi-brand truck tires to address all market segments. Since our founding in 2012, we presently have 25 locations throughout the United States and continue to rapidly expand our footprint throughout the country.