



**Human Resources Intern**

From passenger cars to commercial vans, the Mercedes-Benz brand stands as one of the Daimler Group’s many success stories. The Daimler Group consists of several companies with more than 280,000 employees worldwide who put into practice the core values of Passion, Respect, Integrity and Discipline each day. We believe it is our mission and our duty to shape the future of mobility in a safe and sustainable manner - with trendsetting technologies, outstanding products and made-to-measure services.

Here in North Charleston, SC, Mercedes-Benz Vans, LLC is writing an exciting chapter in Daimler’s history as we add the first U.S. van production plant for the Mercedes-Benz Sprinter, in addition to our existing assembly operation for Sprinter and METRIS vans. Our slogan is “Vans. Born to Run.” and we invite engaged, innovative job candidates to run the ramp up of our new facility with us!

Responsibilities:

The Human Resources Intern will provide support to the Human resources staff with a wide range of projects related to HR compliance, recruiting, onboarding/orientation, employee benefits, performance management and volunteer intern programs. The intern has the opportunity to partner with key HR team members and gain experience in process improvement and implementation. The internship is designed to be both educational and practical.

Main Tasks:

• Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development, and training.

• Assists in the collection of internal and external information for reports and statistical research

• Enters employee data into the company record keeping system

• Preparing and editing correspondence, reports, and presentations

• Processes paperwork for functional area according to established procedures

• Performs administrative duties in support of the maintenance of employee records, including personnel status updates, terminations, and new hires

• Handle client requests and deliver quality solutions if able, or escalate the request to a more senior team member

• Proofread HR documents including audits, marketing information, and handbooks

• May be responsible for making meeting and travel arrangements

• Work directly with key personnel to understand project concept, objectives, and approach

• Support elaboration and implementation of concepts

• Assist with administrative support and other ad hoc HR related projects as assigned

• Participates in regularly scheduled team meetings

• Will perform other duties as assigned

Ideal Candidate will possess:

* Proficient computer skills in Microsoft office applications, including Excel, PowerPoint and Adobe
* Strong written and oral communication skills
* Proactivity and ability to work independently
* Proficient working in a multi-cultural environment
* Desire for continuous development and learning opportunities
* Strong analytical, organizational, and time management skills
* Languages: German is a plus but not a requirement
* Recent graduate or junior/senior currently attaining a bachelor’s or master’s degree with a focus on Human Resources, Human capital, Organizational Leadership, or comparable study is required

**Mercedes-Benz Vans, LLC (“MBV”)** is a plant in Ladson, South Carolina that assembles Sprinter vans for the U.S. market under the brands Mercedes-Benz and Freightliner. The midsize Metris van was added to the assembly line in 2015.

Mercedes-Benz Vans, LLC announced in March 2015 that it will invest $500 million in construction of a new Sprinter production plant, in addition to an expansion of existing operations. In July 2016, MBV officially broke ground on the site of its new plant, located next to existing operations in the North Charleston area. The MBV facility will provide up to 1,300 jobs by the end of the decade.

More than 112,000 Sprinters have been assembled in North Charleston and delivered to destinations in the U.S. since 2006. The U.S. is now the second largest market for Sprinter vans, after Germany.