

#1237, #1238

LA 근교 토탈비즈니스 솔루션 제공기업(인사팀, 대외협력팀)

Credit Card Services, Inc. (DBA. Bankcard Services)



Position Title	City, State	Length	Stipend
HR Intern Corporate Relations Associate	Torrance, CA	12 개월	\$18.00/시급

Job Descriptions / Academic Background

HR Intern

Position Summary;

The Human Resources J-1 Intern Assistant provides administrative and operational support to the Human Resources Department while gaining practical experience in U.S. human resources practices. This internship offers exposure to recruitment, onboarding, employee relations, benefits administration, HR compliance, recordkeeping, and various HR projects. The intern will work closely with HR staff to support daily departmental functions while developing professional skills in a corporate environment. Typical HR Assistant responsibilities include supporting recruitment, onboarding, employee records management, employee communications, and HR administrative functions.

Essential Duties and Responsibilities;

1. Recruitment & Onboarding

- Assist with posting job openings on various recruiting platforms.
- Review resumes and organize candidate applications.
- Schedule interviews and coordinate candidate communications.
- Prepare onboarding materials and new hire packets.
- Assist with new employee orientation and onboarding activities.

2. Human Resources Administration

- Maintain and update employee personnel files and HR databases.
- Assist with filing, scanning, and organizing confidential HR documents.
- Prepare employment verification letters and other HR correspondence.
- Track employee attendance, leave requests, and HR-related forms.
- Support HR staff with administrative projects and reports.
- Ensure employee records are accurate and up to date.

3. Employee Support

- Respond to routine employee inquiries and direct employees to appropriate HR resources.
- Assist with employee engagement activities and company events.
- Help coordinate training sessions and employee development programs.
- Support internal communication initiatives and HR announcements.

4. Benefits & Compliance

- Assist with benefits enrollment documentation and record maintenance.
- Support HR staff with compliance-related audits and reporting.
- Maintain confidentiality of employee information and company records.
- Learn and follow applicable federal, state, and company employment policies and procedures.

5. Special Projects

- Participate in HR process improvement initiatives.
- Assist with employee surveys, recognition programs, and HR research projects.
- Perform other duties as assigned by the Human Resources Director.

Corporate Relations Associate The Corporate Relations Associate supports the development and maintenance of relationships with corporate clients, franchise partners, and strategic business accounts. This role assists in business development initiatives, account management, project coordination, and customer support to help drive company growth and client satisfaction. [Key Responsibilities] Corporate Account Support - Assist in managing relationships with corporate clients and franchise partners. - Serve as a point of contact for customer inquiries and requests. - Maintain regular communication with key accounts to ensure customer satisfaction. - Support account retention and expansion efforts. Project Coordination & Support - Assist with the research, planning, coordination, and execution of various projects. - Track project milestones, deliverables, and timelines. - Coordinate activities among clients, technical support teams, operations, and vendors. - Escalate and monitor issues to ensure timely resolution. Administrative & Reporting - Maintain CRM records and customer databases. - Prepare reports on sales activities, account status, and project progress. - Track leads, opportunities, and customer communications. - Assist with contract and documentation management. Industry Engagement - Support company participation in trade shows, conferences, and networking events. - Represent the company professionally during customer meetings and industry functions.	
Benefits Information	
유급 휴가 및 유급 병가(내규에 따름) 안과.치과 등 보험 가능(본인 부담금 있음)	
Company & City Information	
LA 근교도시 토랜스(Torrance)에 위치한, 신용카드 결제 시스템을 비롯한 토털 비즈니스 솔루션 서비스 전문 기업입니다. 해당 업계에서는 대기업에 속하는 규모로, 1987 년에 설립되어 꾸준히 성장하며 탄탄하게 운영되고 있습니다. 캘리포니아(California) 토랜스에 본사를 두고, 미국내 곳곳에 지점들을 운영함은 물론, 한국에도 지사를 운영중에 있습니다. 회사가 위치한 Torrance 는 LA 다운타운에서 자동차로 2-30 여분 거리에 위치한 주변 도시입니다. 레돈도 비치, 맨하탄 비치 등 주변에 관광명소로 유명한 해변들이 있으며, 기본적으로 LA 와 생활권을 함께하고 있습니다. LA 는 문화, 생활, 경제 등 전반적인 면에서 미국내 상위권에 손꼽히는 대도시로, 흔히 알고 있는 할리우드를 비롯하여, 산타모니카 등 각종 관광지로 유명하며, 다저스 야구, 레이커스 농구 등 스포츠 구장이 있기에 음악, 영화, 스포츠 등 다양한 문화생활을 체험할 수 있습니다.	
미국 인턴 지원 방법 및 기타 안내	
지원 방법	1. 이메일 주소 (info@iccekorea.com) 로 지원 의사 전달 또는 카카오톡으로 상담신청 (카카오톡 : iccekorea, 또는 홈페이지의 카카오톡 상담 배너 클릭) 2. 이메일 제목은 '소속대학명(학생의이름): 지원 회사명' 3. ICCE KOREA 에서 온라인 참가신청서 링크와 영문이력서 등 기본 준비서류 안내를 발송 4. 서류 준비와 함께 전화 상담 이메일에 있는 카카오톡 링크를 클릭하여 카카오톡 상담 진행
지원 및 문의	ICCE KOREA Email : info@iccekorea.com / 카카오톡 : iccekorea 홈페이지 : www.iccekorea.com 전화 : 02-335-7755
비자 수속 비용	\$ 4,200