



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10555) Human Resources in Logistics Program – Doral, FL



Start Date(s): September 2021

Hours: 32-40 hours per week

Training Duration: 6 months

Compensation: \$10 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

Located thirty minutes outside of Miami in Doral, FL, the host company is one of the largest international logistics providers in the world. Their service covers all aspects of logistics from land to air to sea. They pride themselves on efficiency and transparency throughout the supply-chain and work to be one of the most technologically developed logistics providers on the globe. They are seeking an individual for a human resources position with experience in the logistics world.

Position Description:

The intern or trainee will work with the host company's operations training program used to train new-hires and existing employees. For standard duties and tasks, the intern or trainee:

- Creates and designs training plans and materials
- Creates online reference materials such as training guides, learning shorts, and simulations for use as on-demand and self-directed training
- Catalogs training materials and organizes training site
- Writes and records training scripts for new and existing training modules
- Creates training reports within the training program

Applicant Qualifications:

- To apply for the **Internship** program, you must be an undergraduate student of **business management (HR degrees preferred)** OR a recent graduate starting the program within 12 months of graduation.
- To apply for the **Trainee** program, you must hold a bachelor's degree in **business management (HR degrees preferred)** and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- Prior logistics work is preferred
- **Fluent English is required** (reading, writing, and speaking skills)
- Visual Media production experience (able to communicate through different formats)
- Experienced with presenting, training, and training design and analysis

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title