HCA – Internal Audit Internship

Training/Recruiting Intern (Internal Audit)
United States-Tennessee-Nashville-Corporate Main Campus

The Internal Audit Department provides an independent appraisal function to validate management control systems and to support corporate management in the effective discharge of their responsibilities and efforts to achieve the Company's overall mission.

RESPONSIBILITIES

- Assists with logistics surrounding numerous training initiatives sponsored by the Internal Audit Department. This includes orientation training, seminars, conferences, etc. for department employees as well as other HCA accounting professionals.
- Assists with orientation training for Internal Audit Department new hires and interns.
- Maintains a thorough understanding of software applications (e.g., Excel, PowerPoint, etc.).
- Develops aesthetically pleasing and creative training and recruiting materials (i.e., PowerPoint presentations, agendas, binder covers, brochures) by utilizing available software/graphic tools.
- Provides training as needed for other non-financial areas and department/company specific tools (i.e., Atlas, Outlook).
- Inputs training activities into the department system database and the Healthstream system.
- Works with Internship Coordinator in the areas of recruiting and diversity (i.e., maintenance of department job descriptions, recruiting presentations, brochures, logistics surrounding recruiting events, etc.)
- Assists in the scheduling of candidate interviews with Internal Audit personnel.
- Completes special projects for department management as needed (i.e., PowerPoint presentations and other information presented to executives in the company and the Board of Directors).
- Promotes customer service by maintaining cooperative relationships with department employees, presenters from other corporate departments, and facility personnel.

QUALIFICATIONS

- College graduate (or nearing graduation)
- Strong organizational and project management skills
- Strong presentation skills
- Skillful in creative product development/design
- Effective communication skills (oral and written)
- Strong customer services orientation is required
- Travel required for one (1) off-site seminar
- Must be able to transport visual/audio equipment, related computer hardware, seminar supplies, and other training materials.
- Must work with deadlines and related time pressure

Send resume to John Miller at John.Miller@healthtrustpg.com