

Internship Opportunity



Mississippi Department of Environmental Quality Document Management Intern – Human Resources

About the Role:

As a Document Management Intern, you will play a key role in organizing, maintaining, and streamlining our HR documentation processes. This is a fantastic opportunity to learn about HR operations, compliance, and digital record-keeping in a professional environment. Some of the duties of this position include, but are not limited to:

- Assist with organizing and digitizing HR files and records
- Support the implementation of document management systems
- Ensure confidentiality and security of sensitive information
- Help with data entry, scanning, and archiving documents
- Collaborate with HR staff on special projects as needed