



HR Intern

COMPANY DESCRIPTION:

Perceptron, Inc. (NASDAQ: [PRCP](#)) Founded in 1981, Perceptron is an established technology company with a long history of innovation. Our global infrastructure, technological breadth, brand recognition within the industry, and—most of all—our people, set us apart from the competition.

Headquartered in Plymouth, Michigan, Perceptron has approximately 330 employees worldwide. Perceptron has team members in over a dozen countries with offices in the United States, Germany, France, Spain, Brazil, Japan, Singapore, China, Italy, Czech Republic and India.

Perceptron develops, produces, and sells non-contact measurement and inspection solutions for industrial and commercial applications. The products from the Company's Industrial Business Unit (IBU) provide solutions for manufacturing process control as well as sensor and software technologies for non-contact measurement and inspection applications. Automotive and manufacturing companies throughout the world rely on Perceptron's metrology solutions to help them manage their complex manufacturing processes to improve quality, shorten product launch times and reduce overall manufacturing costs. Perceptron also offers Value Added Services such as training and customer support services. Measurement solutions include inline and nearline dimension gauging, CMM, 3D scanning, robot guidance, gap & flush measurement and wheel alignment solutions.

Perceptron is committed to satisfying both the needs of its customers and the needs of its team members. Our continued leadership role in our industry is dependent on attracting and retaining world-class employees who understand that delighting the customer is our #1 job. Our collaborative culture is rooted in a set of core values shared by Perceptron team members around the world. We call these beliefs the Five Diamonds:

- **Innovation.** Our quest for innovation springs from the unrelenting belief that what we did yesterday will not be good enough tomorrow.
- **Commitment.** Our commitment to our customers' demands that we are bound to their goals and invested in their success.
- **Integrity.** We are steadfastly dedicated to a strict ethical code which guides our decisions and governs our efforts.
- **Value.** We provide value by creating unique solutions that maximize our customers' return on investment.
- **Excellence.** We ensure excellence by taking responsibility for the entire lifecycle of a solution. A single breakdown, anywhere along the way, compromises the quality of the end result.

We offer a casual, flexible work environment, with opportunities for training and excellent benefits. Additional information is available at www.perceptron.com.



POSITION DESCRIPTION:

As a Perceptron **HR Intern**, you will be executing assigned tasks and projects for the department including:

- Establish talent management tracking system.
- Coordinate interview scheduling through Outlook system.
- Organize and handle data input for new hires; handle orientation and on-boarding.
- Establish document retention standards and update electronic and paper files for compliance.
- Coordinate intern/co-op student program including recruitment and regular communication with hiring managers.
- Maintain protocol for evaluating and updating position descriptions.
- Establish work flow for performance management systems; train new employees and managers.
- Assist in development of data systems in support of compensation programs.
- Develop electronic tracking mechanism for training, licenses and certifications.

Candidate Requirements:

- Working toward a bachelors or masters degree in human resources, business or related field.
- Previous experience working with highly sensitive information and demonstrated ability to maintain confidentiality.
- Strong PC skills with advanced knowledge of Microsoft Word, Excel, PowerPoint and Outlook.

Additional Desired Skills:

- Proven success in handling multiple tasks and responsibilities with diverse needs in a fast-paced environment.
- Proven ability to learn new concepts and apply them successfully.
- Advanced self-motivation skills and strong detail orientation.
- Solid research and resourcing skills; professional writing skills.
- Advanced organization skills required to prioritize, plan and coordinate work activities.
- Demonstrated teamwork approach utilizing active listening and cooperation; customer service focus.
- Advanced communication and interpersonal skills necessary to work with associates, customers, business partners and executives.

TO APPLY: Send your resume to jobs@perceptron.com.

NO AGENCY REFERRALS ACCEPTED.

PERCEPTRON IS AN EQUAL OPPORTUNITY EMPLOYER.

Referral Level: 1

