JOB TITLE: Compensation Intern

LOCATION NAME: Southfield, MI

REPORTS TO: Director, Global Compensation

JOB FUNCTION: Human Resources

SUMMARY: As part of the Compensation team, the primary purpose of this position is to assist in the development of compensation tools, resources and programs that assure external competitiveness and internal equity of our executive, management, exempt and non-exempt employees.

JOB RESPONSIBILITIES:

- Participates in the implementation, administration and communication for the incentive plans for both Powertrain and Motorparts.
- Participates in the merit planning process which may include: updating and disseminating merit planning guidelines, coordinating training for global HR team, assisting in consolidating of merit reports, preparing consolidated summary of final merit plans.
- Completes compensation surveys. Understands and uses the appropriate survey resources, compiles data into Excel and analyzes results for various team members/projects.
- Generate and analyzes various reports using multiple systems and sources of data.
- Develops presentation and educational materials for projects as needed.
- Participates on various project teams as assigned (e.g., FLSA regulations, affirmative action audit, manager self-service, etc.)
- Participates in the annual review and updating of salary structures.
- Additional duties and projects as assigned.

EDUCATION and EXPERIENCE:

- Education focus and/or specific college coursework in Human Resources. Compensation course preferred.
- Some work experience in an office setting working as part of a team preferred.

PROFESSIONAL COMPETENCIES:

- Strong analytical, math and communications skills.
- Proficiency in MS Excel including knowledge of standard formulas and functions (e.g., pivot tables, look-up functions, etc.).
- Proficiency in MS Word and PowerPoint.

To apply: Email resume to amel.mohamed@federalmogul.com