



## Operations Intern

**Location:** Plymouth, MI

**Schedule:** Monday–Thursday, 10:00 AM – 2:00 PM

### About Us

At Michigan Manufacturing Technology Center (MMTC), we are dedicated to helping Michigan manufacturers **work smarter, compete, and grow**. Through hands-on consulting and training, we support small and mid-sized companies in improving operations, developing leadership, and driving innovation across areas like lean manufacturing, quality, and Industry 4.0. Our team works directly with manufacturers across the state to strengthen business performance, increase profitability, and build long-term success.

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### Position Overview

We are seeking a motivated and detail-oriented Operations Intern to support our day-to-day business activities in a dynamic, professional office environment. This role offers hands-on exposure to business operations within a manufacturing-focused consulting and training organization.

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### Key Responsibilities

- Welcome clients and visitors, providing a professional first impression
- Support daily administrative and operational tasks
- Assist in preparing training materials and program documentation
- Help coordinate events, workshops, and training sessions
- Supporting sales team with scheduling, tracking, and follow-ups
- Contribute to internal projects related to operations and process improvement

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### Qualifications

#### Required:

- Strong communication and interpersonal skills with a positive attitude.
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Ability to manage multiple tasks and prioritize effectively
- Strong attention to detail and organizational skills





**Preferred:**

- Currently enrolled in a college/university program (Business, Operations, or related field)
- Interest in manufacturing, business consulting, or workforce development

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**What You'll Gain**

- Hands-on experience in business operations within the manufacturing sector
- Exposure to consulting, training programs, and client engagement
- Insight into operational excellence, workforce development, and industry best practices
- Opportunity to work with a collaborative team supporting real-world business growth

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**Internship Details**

- Part-time, in-office role
- Flexible duration (aligned with academic schedules if needed)
- Potential for future opportunities based on performance

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**How to Apply**

Please submit your cover letter and resume to [HR@the-center.org](mailto:HR@the-center.org)

