

## Industrial Engineering Intern – Fall

### JOB DESCRIPTION

**Job ID#:** 2018-019  
**Title:** Industrial Engineering Intern - Summer 2017  
**Location:** Pinellas Park, FL 33781  
**Regular/Temp:** Temporary  
**Full-Time/Part-Time:** Part Time Internship  
**Submit Reply and Resume to:** [CMEHR@custom-mfg-eng.com](mailto:CMEHR@custom-mfg-eng.com)

**Job Summary:** We have an exciting opportunity for a student to perform as an Industrial Engineering Intern within our Operations group at our facility. Under direct supervision, successfully chosen candidate will assist in and support key aspects of our engineering design, manufacturing operations and quality teams—including but not limited to design work, product packaging, creation & updating of BoMs, creation of work instructions, etc.

### DUTIES AND RESPONSIBILITIES

- Under limited supervision, work on non-routine projects with general instruction and advanced projects with detailed instructions
- Assist in the day to day activities of assigned functional area completing non-routine and advanced tasks
- Assist in applying knowledge to analyze, investigate and resolve non-routine problems
- Assist in developing electronic and hard copy reports, records, diagrams and charts
- Perform basic production area layout and assist in planning for manufacturing areas. Design layouts of equipment and individual work spaces for different types of work
- Interface with Engineering, Configuration Management, and others to coordinate release documentation, as assigned
- Provide general engineering support on small projects, as assigned
- Participate in the development of Operating Procedure drafts to documentation standards and the review process
- Assist in the setup and/or repair of various machines and equipment used in the assembly of electro-mechanical subassemblies
- Responsible for observing all laws, regulations and other applicable obligations wherever and whenever business is conducted on behalf of the Company. Expected to work in a safe manner in accordance with established operating procedures and practices
- Other duties as assigned or required.

**JOB QUALIFICATIONS:**

- Typically requires enrollment as an undergraduate or graduate student at a recognized college or university.
- Basic understanding of engineering & manufacturing operations and quality management systems (e.g., ISO 9001 and other standards)
- Must possess:
  - The ability to understand new concepts and apply them accurately
  - The ability to follow general and detailed instructions as well as organizational policies and procedures
  - Good communication and interpersonal skills to enable effective interface with internal professionals
  - The ability to work independently or in a team environment
  - Basic computer skills, MS Office skills.

**MINIMUM REQUIREMENTS NEEDED:**

- 0-2 years of experience
- Work schedule projected to be 10 to 20 hours per week and flexible to class scheduling
- Positions with CME require access to controlled goods and technologies subject to the International Traffic in Arms Regulations or the Export Administration Regulations. Applicants for these positions need to be "U.S. Persons," as defined in these regulations. Generally, a "U.S. Person" is a U.S. citizen, lawful permanent resident, or an individual who has been admitted as a refugee or granted asylum.

**Travel Percentage Required:** None expected. 0% - 5%

CME develops, prototypes, and manufactures custom-engineered and build-to-print products, assemblies, and subassemblies for industry and government customers. As a growing Tampa Bay engineering and manufacturing small business, our team works with aerospace and defense organizations and other industries globally to develop and produce quality products to meet our customers' unique requirements. CME's products are used by the US military and other industries around the world.

CME is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

**Removal Date:** 06-Oct-2018