



## Electro-Mechanical Eng./Estimating Intern

### JOB DESCRIPTION

**Job ID#:** 2018-022  
**Regular/Temp:** Temp  
**Full-Time/Part-Time:** Part-Time

**Assessment Required BEFORE Submitting Reply or Resume:** <https://assess.predictiveindex.com/m55go>

**Submit Resume to:** [CMEHR@custom-mfg-eng.com](mailto:CMEHR@custom-mfg-eng.com)

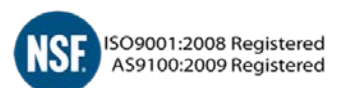
**Job Summary:** As CME's Electro-Mechanical Eng./Estimating Intern will assist in the collection and analysis data in order to research estimate the time, money, materials, and labor required for enhancing CME's business growth on bid & proposals and/or lowering the costs associated with engineering + manufacture products. We are looking for students who are looking to gain valuable, career enhancing skills by offering hands-on, applied and directed work experience and on the job training.

### DUTIES AND RESPONSIBILITIES:

- Works independently to solve problems bringing solution options for issue resolution.
- With supervisor guidance, interprets and reviews system drawings to identify any difference to request for proposal (RFP) and request for quote (RFQ) requirements and raise queries against specification
- Reviews and generates Proposal Bill of Materials (BOMs) against system drawings and/or associated Parts Lists (PL) to ensure alignment and to identify materials types and quantities and prepare equipment lists and rough drawings for cost estimation
- Reviews RFP/RFQ and engineering data to ensure all systems and components of request(s) are included properly in documentation
- Prepares supplier RFQ/RFP documentation queries for current or potential suppliers/vendors to confirm and collect any missing data including: shipping costs, insurance, and any applicable or guiding specification requirements
- To validate new Job Estimating Package developments, prepares reports and supporting documents and submits to reporting Engineering supervisor to review and identify areas requiring more information to ensure the Company is positioned to win and secure bids
- Coordinates directly with necessary suppliers/vendors to obtain proper bid clarifications, product data sheets, application notes, minimum order requirements, best quantity range buys, formal quotes, or other key information required
- Develops RFP/RFQ cost summaries including equipment, materials and labor calculations for final approval



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- Interprets and follows Company's engineering/manufacturing RFP/RFQ processes and procedures to ensure all aspects of RFPs/RFQs are met including relevant customer specific requirements, and technical discipline codes and standards
- Prepares specification documents to submit to suppliers or vendors for quotations of cost/price of materials and equipment and evaluate same against RFP/RFQ specifications to include in final RFP/RFQ documentation
- Builds relationships and liaise with internal organizations and external suppliers and vendors and manage daily communications and emails for quantities, costs and specification updates
- Other duties as assigned.

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**Education:** Pursuing a Bachelor Degree in Mechanical Engineering, Electrical Engineering, Industrial Engineering, Engineering Technology, Materials Science and Engineering, or a related discipline

**Experience:**

- Proficient in Microsoft Office programs (Excel, Word, PowerPoint, Outlook, Windows 7/8/10), and some experience with CAD (e.g., SolidWorks)
- A fast learner and good listener
- Aptitude and interest in Engineering-oriented Material and Labor estimating processes
- Delivers superior customer service
- Ability to work independently *and* collaborate with teams.
- Enthusiasm for CME's clients (internal & external) and their missions.
- Strong analytical and problem-solving skills
- Good oral and written communication skills

**Physical Requirements:** Ability to perform detailed work for extended periods of time.

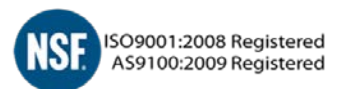
**Other Requirements:** Position requires U.S. Citizenship or Permanent Resident pursuant to Federal Law & Export Compliance

**Why choose CME for your Internship experience?**

At CME, we work with each engineering student on an individual basis. We want your Internship experience to be educational, utilize your individual strengths, and help you develop areas of interest or mitigate weakness. Examples of individualized training from previous students include having you work alongside very experienced and well trained Engineering and Estimator personnel, and develop/improve knowledge and use of MS Office to 3D CAD drawing tools, ERP Product Data software, FEA programs, and spend time with the project engineering or validation/test team members. Learn how to interact directly with technical customers, research OEMs and other suppliers/vendors.



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**CUSTOM MANUFACTURING  
& ENGINEERING™**

3690 70<sup>th</sup> Avenue North  
Pinellas Park, FL 33781

*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.*

*As a U.S. defense contractor CME is also subject to additional rules and regulations regarding the hiring of foreign persons. **In compliance with U.S. federal law, all persons hired will be required to verify identity and eligibility to work in the United States; CME cannot accept any person for employment who does not meet employment eligibility requirements, E-Verify verification, and/or is in the U.S. under a student (F1 and/or OPT, J1, or M1) and/or temporary work visa.***

*For the purposes of clarification, the I-9 defines eligibility of an employee as a: U.S. citizen, permanent resident card or alien registration card (Form I-551), a person with a temporary I-551 stamp on their passport or U.S. immigrant visa, and/or passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Forms I-94 or I-94A indicating nonimmigrant admissions under Compact of Free Association between the U.S. and FSM or RMI.*

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