



Human Resources Administrator

JOB DESCRIPTION

Job ID#: 2022-8 (A)
Title: Human Resources
Company: Custom Manufacturing & Engineering, Inc. (CME)
Location: Pinellas Park, FL 33782
Regular/Temp: Regular
Full-Time/Part-Time: Full Time
Submit Resume to: CMEHR@custom-mfg-eng.com

Job Summary: Custom Manufacturing & Engineering, Inc. (CME®) is looking for a Human Resource Administrator to provide support to the Human Resources department with compliance, compensation, communications/employee relations, hiring, labor & employment law, and various CME initiatives.

Job Characteristics:

- Each day different from the next; especially in personal interactions in a fast-paced environment. We have multiple projects going simultaneously
- Very socially-focused; requires "how can I help you?" attitude Lots of attention spent on building and maintaining relationships, especially where helping, not pressuring, others fosters the relationship
- Adherence to established guidelines and procedures is important maintain compliance as well as to involve others in the decision-making
- Open, flowing communication is critical requires working with and through teams/departments; strong communicative style required
- Team environment: Administrator must be willing to jump in and roll up their sleeves to help out when necessary leading with first-hand knowledge of area of expertise as well as strong, friendly follow-up on delegated tasks to ensure achievable and measurable results.

DUTIES AND RESPONSIBILITIES

- Works independently to solve problems bringing multiple solutions options for resolution (if unable to resolve on one's own).
- Under limited supervision, work on non-routine projects with general instruction and advanced projects with detailed instructions.
- Interface with Legal and Administrative personnel to perform required support and execution duties—ensuring employment law and regulatory compliance, especially regarding employment eligibility, confidentiality, proper maintenance of employee files, and forms management.
- Often the 1st person candidates/future employees interact with in the recruiting and hiring process, responsibilities include: posting job openings, reviewing resumes, conducting telephone and in-person interviews, and assisting with making job offers.
- Responsible for ensuring that all new employee paperwork is processed and running payroll (onboarding/termination, benefits administration, deductions, etc.) experience with payroll management database and report generation preferred.



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AS9100:2009 Registered

- Assists with employee benefits management issues related to plan renewal and open enrollment, benefits enrollment and termination, troubleshooting employee benefits issues, and the customer service aspect of benefits oversight.
- Update training modules, conduct training sessions, and track training records.
- Other duties as assigned or required.

JOB QUALIFICATIONS:

- Adept Problem Solver.
- Typically requires enrollment as an undergraduate or graduate student at a recognized college or university. A business, HR, or business background is preferred.
- A rock star in the Microsoft Office programs (PowerPoint, Word, Excel, Outlook, Windows 7/8/10), experience with Adobe Acrobat, and Advanced proficiency in Computer Skills such as internet queries and research.
- A fast learner, good listener, & note-taker.
- A proven ability to organize and effectively manage multiple projects and deadlines (Organization Guru).
- Ability to work with people face-to-face as well as on the phone or over email; be collaborative, and comfortable working as a team, as well as independently with guidance.
- Must possess:
 - The ability to follow general and detailed instructions as well as organizational policies and procedures and to understand new concepts and apply them accurately.
 - Very strong written and oral communication skills to enable effective interface with internal professionals; strong written and verbal skills, as well as good interpersonal communication skills (face to face and phone/email).
 - The ability to work independently or in a team environment.

MINIMUM REQUIREMENTS NEEDED:

- 5-10+ years of experience.
- 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, however it is possible it could be 0% - 5% for emergencies or running errands.

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.