



Human Resources Intern

Job ID#: 2022-01A
Regular/Temp: Temp/Temp to Perm
Full-Time/Part-Time: Part-Time

3 Steps to CME Hiring:

1. **Complete Application at [ApplicantPro](#)**
2. **Take Both Predictive Index Assessments**
3. **Gather Info for Interview:** Last 2 W2's, Complete Background Check Form, COVID-19 Vaccination Card

Job Summary: We are looking for an enthusiastic and results driven individual for our Human Resources Intern; this individual will provide administrative support to the Human Resources department. The HR Intern responsibilities include updating records, organization & filing, and provide suitable recommendations while working on a variety of topics: compliance, communications/employee relations, hiring, labor & employment law, policies & procedures, and various CME initiatives.

To be successful as an HR intern, you should keep abreast of the latest developments in labor legislation to determine how HR policies may be affected. Ultimately, an outstanding HR intern should be detail-oriented and able to demonstrate excellent administrative and organizational skills.

Job Characteristics:

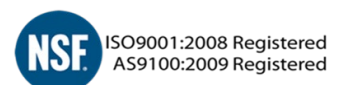
- Ability to work in a fast-paced environment with multiple projects going simultaneously
- Customer Service Oriented to developing & maintaining relationships
- Adherence to established guidelines and procedures in the decision-making process
- Open, flowing communication and persuasiveness is required (rather than "telling style")
- Team environment: willing to jump in and roll up one's sleeves to help out

DUTIES AND RESPONSIBILITIES

- Works independently to resolve problems.
- Updating databases, spreadsheets, and reports; organization of files & employee personnel files.
- Interface with Legal and Administrative personnel to perform required support and execution duties— learning the importance of employment law and compliance, especially regarding employment eligibility, confidentiality, proper maintenance of employee files, and forms management.
- Assists with the Hiring Process: posting job openings, reviewing applications & resumes, interviews.
- 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.



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- 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.
- Update training modules, conduct orientation and/or training sessions, and track training records.
- Other duties as assigned or required.

JOB QUALIFICATIONS:

- Adept Problem Resolver.
- Typically requires enrollment as an undergraduate or graduate student at a recognized college or university. A business, Human Resource management, or business background is preferred.
- A rock star in the Microsoft Office programs (PowerPoint, Word, Excel, Outlook), experience with Adobe Acrobat, and Advanced proficiency in Computer Skills such as internet queries and research.
- A fast learner, good listener, & note-taker; very strong written & oral communication skills.
- A proven ability to organize & effectively manage multiple projects/deadlines (Organization Guru).
- Ability to work independently and as a team.
- Must possess:
 - The ability to follow general and detailed instructions as well as organizational policies-procedures and to understand new concepts and apply them accurately.
 - Working knowledge of U.S. labor laws/regulations.

MINIMUM REQUIREMENTS NEEDED:

- **0-2 years of experience.**
- **Work schedule projected to be 20-40 hours per week** (flexible to class scheduling).
- **COVID-19 Vaccinated.**
- **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," per 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. 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.**

Travel Percentage Required: None expected, however possible.

Custom Manufacturing & Engineering, Inc. (CME®) is a 25 year old award-winning Tampa Bay small business which designs and manufactures custom-engineered and build-to-print/spec products/systems. Our team works with aerospace/defense and industrial customers to produce cables & wire harnesses, power supplies & distribution equipment, special test equipment; CME's products are used by the US military and other industries around the world. CME is also a big supporter of STEM as well as sustainable efforts & education including: www.solar4STEM.com

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: 01-June 2022