



Human Resources Intern – Fall

JOB DESCRIPTION

Job ID#:	2018-016
Title:	Human Resources Intern - Fall 2018
Company:	Custom Manufacturing & Engineering, Inc. (CME)
Location:	Pinellas Park, FL 33781
Regular/Temp:	Temporary
Full-Time/Part-Time:	Part Time Internship
Submit Resume to:	CMEHR@custom-mfg-eng.com

Job Summary: We have an exciting opportunity for a student to perform as our Human Resource Intern within our engineering/manufacturing environment. The HR Intern will provide support to the Human Resources department with compliance, compensation, communications/employee relations, hiring, labor & employment law, and various company initiatives.

DUTIES AND RESPONSIBILITIES

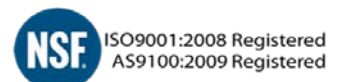
- Works independently to solve problems bringing solutions options for resolution.
- Under limited supervision, work on non-routine projects with general instruction and advanced projects with detailed instructions.
- Interface with Legal and Administrative personnel to perform required support and execution duties— learning the importance of employment law and compliance, especially regarding employment eligibility, confidentiality, proper maintenance of employee files, and forms management.
- Steps in the recruiting and hiring process, including: posting job openings, reviewing resumes, conducting telephone and in-person interviews, making job offers and negotiating starting salaries.
- The interrelationship of HR and Finance in the areas of new employee paperwork, payroll issues related to onboarding and termination, use of a payroll management database, and report generation.
- 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.
- 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 training sessions, and track training records.
- Other duties as assigned or required.

JOB QUALIFICATIONS:

- Adept Problem Solver.



We Love to Design and Build!



- 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:

- 0-2 years of experience.
- Work schedule projected to be 10 to 20 hours per week (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, 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.

Removal Date: 06-Oct-2018