



Marketing Intern – Fall

JOB DESCRIPTION

Job ID#: 2018-019
Title: Marketing Intern - Fall
Location: Pinellas Park, FL 33781
Regular/Temp: Temporary
Full-Time/Part-Time: Part Time
Submit Reply and Resume to: CMEHR@custom-mfg-eng.com

Job Summary: We have an exciting opportunity for a student to perform as a Marketing Intern within our company. Under direct supervision, successfully chosen candidate will conduct: print and mail campaigns, conduct market research, may support electronic market research and communication activities for targeted audiences, and e-marketing tools (e.g., ACT e-Marketing email campaigns) support expansion of online marketing program support integrated marketing strategies, while learning fundamental marketing skills.

DUTIES AND RESPONSIBILITIES

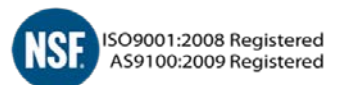
- Under limited supervision, work on non-routine projects with general instruction and advanced projects with detailed instructions
- Interface with various company personnel and departments to leverage activities, provide required support, and execution duties
- Assist with marketing promotional activities including print, mobile, mail, e-mail, web, and telemarketing; and draft client communications, content for blogs, websites, and publications
- Assist with search engine optimization strategies and outputs, work with various databases
- Supports the identification of new customer prospects, prospect list builds, and the development of print, publications, and e-Marketing content (e.g., campaign templates) applicable to the business objectives.
- 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. A business, communications, marketing background is preferred
- Basic proficiency in Marketing with a passion for marketing data, application of such, and insights



We Love to Design and Build!



- Basic understanding and skills for marketing research and e-Marketing campaigns for products and services to include methods of contacting prospects to inform them of products and services for their industry (e.g., familiarity and/or aptitude with one or more of Salesforce.com, ACT eMarketing, Constant Contact, etc.)
- 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
 - Good communication and interpersonal 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
 - Good computer, business software, and online tools

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