



**CUSTOM MANUFACTURING
& ENGINEERING™**

3690 70th Avenue North
Pinellas Park, FL 33781
www.custom-mfg-eng.com

Marketing/Freelance Writer Intern – Summer

JOB DESCRIPTION

Job ID#: 2017-006

Title: Marketing/Freelance Writer Intern - Summer 2018

Company: Custom Manufacturing & Engineering, Inc. (CME)

Location: Pinellas Park, FL 33781

Regular/Temp: Temporary Employee

Full-Time/Part-Time: Part Time Internship

Submit Reply and Resume to: CMEHR@custom-mfg-eng.com

Job Summary: We have an exciting opportunity for a student to perform as a Technical Writer Intern at our Pinellas Park, FL facility. An award winning Tampa Bay small business for two decades, CME delivers custom engineered products and technical services to Government, Industry, and Education markets. Join us at CME, where one can “Use Our Expertise to Design & Build Your Solutions!”

CME’s culture is embodied by Core Values that are focused on: Serving the customer while protecting CME, delivering quality products and services as required, solving problems, working with energy and passion, and encouraging and developing employees that challenge themselves.

As a strong supporter of Science, Technology, Engineering and Math (STEM) and other select charitable initiatives, CME promotes and encourages employee community support to nonprofit organizations or educational institutions, especially for mentoring and school/student support. Most of CME’s products and services are focused on the development and manufacturing of energy efficient and sustainable products such as more efficient power supplies, intelligent power distribution units, energy saving solar panels, and other electronic systems, end products, or components. (www.custom-mfg-eng.com).

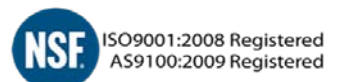
Under direct supervision, the successfully chosen Marketing/Freelance Writer Intern produces and edits high-quality documentation that contributes to the success of our Customer’s users. You will work collaboratively with designers, developers, product managers, support professionals, and educators to edit and write user manual, and curriculum guides/student guides.

DUTIES AND RESPONSIBILITIES

- Work with company personnel to obtain an understanding of the product and the documentation requirements. Analyze existing and potential document content, focusing on editorial reuse and single-sourcing opportunities
- Produce high-quality documentation that meets applicable document and style guide standards and is appropriate for its intended audience. Develop/implement additional Style Sheets as required
- Write simply, clearly, and succinctly to produce easy-to-understand instructional manuals, curriculum guides/lesson plans, or other documentation as required
- Coordinate with other staff to adequately illustrate procedures with screenshots and diagrams to orient users and walk them through step-by-step instructions. Perform usability testing
- Discuss with management their specific information needs for further information needed for successful completion of the documentation
- 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



We Love to Design and Build!



- Other duties as assigned or required.

Job Qualifications:

- With resume, provide at least two writing samples illustrating technical writing aptitude
- Typically requires enrollment as an undergraduate or graduate student at a recognized college or university working towards degree in English, Journalism, Industrial Engineering, Mathematics, Physics, or equivalent engineering degree. A GPA of 3.0 or higher is desired
- Minimum completion of one year of coursework in a technical/scientific communication degree program. Prior work experience or internship work is highly desired
- Quick learner, ability to understand complex technical concepts, but with a talent for simplifying these concepts for a non-technical audience
- Strong communication and collaboration skills while working with all levels of management and staff in obtaining consensus on project requirements and deliverables
- Excellent written skills in English, and conformance to appropriate Style Guides, Style Sheets. Familiarity with style guides desired (e.g., Microsoft Manual of Style, Chicago Manual of Style, APA Style Guide, Modern Language Association (MLA), U.S. Government Printing Office (GPO) Style Manual, etc.)
- Mastery of Microsoft Office applications and Adobe Acrobat publishing
- Attention to detail, high degree of creativity and problem-solving ability; ability to plan and execute document authoring and production task requirements
- Demonstrated ability to react and respond positively to changing requirements based on user feedback, usability tests and executive review
- Experience as a college student mentor for Science, Technology, Engineering and Mathematics (STEM) program is highly desired.

MINIMUM REQUIREMENTS NEEDED:

- 0-2 years of experience
- Work schedule projected to be 20 to 30 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 has been developing products and providing services for two decades to the Government, Industry, and Education/Training Device sectors. CME produces custom-engineered and build-to-print products, assemblies, and subassemblies for our 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: 01-Jun-2018