



**CUSTOM MANUFACTURING  
& ENGINEERING™**

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[www.custom-mfg-eng.com](http://www.custom-mfg-eng.com)

## Marketing & Research Intern

**Job ID#:** 2022-02A  
**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:** CME is looking for a highly detailed Market Research Intern who has a knack for creative messaging, understanding customer's needs, and is social media savvy. We are looking for an individual contributor while working with teams who has some marketing experience, confident, has a sense of urgency, and can function with limited supervision. The responsibilities will include market/product research, marketing, designing, and campaigns. We expect this individual to react and adjust quickly to changing conditions with creative as well as practical ideas.

### DUTIES AND RESPONSIBILITIES

- Insightful Marketing Research as well as Creative Marketing Campaigns & Materials
- Identify and interpret current and future trends, such as changes in government/commercial/industrial markets, and customer or technology needs, etc. Seek out industry roadmaps, technology trends relevant company products and services
- Write marketing reports on the results of the research activities, prepare data for graphs and/or figures and tables, as required which is then used in marketing materials.
- Identifies new customer prospects, identifies customer pain points, develops marketing materials to address pain points to capture new business
- Review, Update, and Create Social Media Campaigns & Materials; respond to customer inquiries
- Update websites using SEO, HTML, Hotjar, Google Analytics, etc.
- Other duties as assigned or required.

### **Job Qualifications:**

- Undergraduate or graduate student at accredited university/college with a business, marketing, or technical background is required
- Basic proficiency in market research, data collection and compilation
- Social Media savvy
- 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



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Design and Build Your Solutions!*



Registered to AS9100  
with ISO 9001

- 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 to Great computer skills, MS Office (Excel, Word, PowerPoint), Canva, Google Analytics, SEO, HTML and other online tools.

**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 is also a big supporter of STEM as well as sustainable efforts & education including: [www.solar4STEM.com](http://www.solar4STEM.com)

CME operates on the EOS System and company focused on a Culture of Accountability. Our 5 Core Values drives everything we do as employees and the results for our customers. CME's 5 Core Values are: Resolves Problems, Works with Energy & Passion, Challenges Themselves, Serves the Customer-Protects CME, and Delivers! To read more about our company culture and values, please go to: <https://www.custom-mfg-eng.com/careers.html> and click on the tab "Culture of Accountability."

***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.***

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**Removal Date:** 01-June 2022