



Reception 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:

Are you someone who has people skills and a passion for customer service? CME is looking for enthusiastic individual to become our Reception Intern! As the Keeper of First Impressions, your primary responsibility will be to greet customers either on the phone, in person, or routine email/internet inquiries in a helpful professional and friendly manner.

Under general supervision, you will perform routine administrative support like scheduling appointments (when applicable), assisting arrangements for meetings: food & drinks, room set-up, etc. You will provide direction and information to internal and external call inquiries, direct incoming/ and outgoing mail.

Duties and Responsibilities:

- The gate keeper of first impressions to the company
- Greet visitors and callers, handle their inquiries, take messages, and direct them to the appropriate persons according to their needs
- Ensure that employees and visitors who enter the facility follow protocols when set in place
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material
- Open, read, route, and distribute incoming mail and other material and answer routine letters
- Make copies of correspondence and other printed material when appropriate
- Other duties as assigned

Job Qualifications:

- Customer service oriented, including friendly, positive attitude to both internal and external customers and visitors

- Clear consistent communication, both oral and written
- Excellent organization skills a must; Ability to prioritize and organize requests from others
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to follow directions
- Entering, transcribing, recording, storing, or maintaining information in written or electronic form
- Developing constructive and cooperative working relationships with others, and maintaining them over time
- Proficient in Microsoft office suite: Word, PowerPoint, Excel, Outlook

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.**
- **Completion Predictive Index Assessments (Behavior & Cognitive), Background Checks, Reference, Credit, and Drug Test**
- **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: Minimal & Usually Local to Vendors. 0% -5%

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