



**CUSTOM MANUFACTURING
& ENGINEERING™**

Junior Project Manager

CMEHR@Custom-mfg-eng.com
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Pinellas Park, FL 33781
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Job ID: 2021-16B
Regular/Temp: Reg
Full-Time/Part-Time: Full Time
Submit Reply and Resume to: CMEHR@custom-mfg-eng.com

MUST complete Predictive Index test before applying:

<https://assessment.predictiveindex.com/54R/f2940b17-8847-44da-a39b-82004d7cca91?type=candidateba>

Job Summary:

Are you someone who has a passion for challenging themselves while delivering high quality products? The Junior Project Manager (JPM) is responsible for the smooth and effective day-to-day aspects of projects and initiatives with a focus on delivering the highest quality. The JPM will perform essential project management duties for multiple projects within the organization to ensure projects are delivered according to scope, budget, schedule and customer requirements. The JPM will participate in all aspects of the project lifecycle, to include budgeting and planning, scheduling, resource, task and cost tracking, communications, and closeout on assigned projects.

Duties and Responsibilities:

- Facilitate meetings to understand requirements, monitor progress, review priorities, perform lessons learned, and update the project plan.
- Proactively plan for project obstacles to ensure projects are organized and completed on schedule
- Track and drive resolution on open questions, issues and risks as well as develop risk mitigation plans
- Develop reports, meeting recaps, status updates, documentation, etc. to guarantee effective communication to supporting departments
- Other duties as assigned

Job Qualifications:

- Remarkable communication and prioritization skills
- Organized with ability to multi-task in a fast-paced environment
- Exceptional analytical skills with a high attention to detail
- Familiar with Office Products (Word, Excel, PowerPoint, Project)
- High-energy, self-starter that requires little supervision and works with a strong sense of urgency
- Excellent personal time management, written/oral communication, and organization skills.
- “Out of the Box” thinker who is detailed-oriented possessing excellent problem-solving skills
- Ability to manage multiple competing projects and tasks concurrently in a fast-paced, high growth, dynamic environment.
- US citizenship as requirement for purposes of obtaining clearances (additional clearances may also be required by the Department of Defense).

Minimum Requirements Needed:

- High School or AA/AS degree (trade or tech school) from an Accredited College/University

- Bachelors degree in relevant field desired
- At least 3 years of related experience
- Relevant professional technical testing/reliability experience in engineering or manufacturing project management desired
- 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.
- Successful Passage of Required Screenings & Tests: Background Check, Reference, Credit, and Drug Testing

Travel Percentage Required: Minimal & Usually Local to Vendors. 0% -5%

An award-winning Tampa Bay small business for two decades, Custom Manufacturing & Engineering, Inc. (CME®) delivers Engineering, manufacturing, test, and calibration/repair services to Government and Industry. 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).

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.*

*As a U.S. defense contractor CME is also subject to additional rules and regulations regarding the hiring of foreign persons. **In compliance with U.S. federal law, all persons hired will be required to verify identity and eligibility to work in the United States; 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, orM1) and/or temporary work visa.** For the purposes of clarification, the I-9 defines eligibility of an employee as a: U.S. citizen, permanent resident card or alien registration card (Form I-551), a person with a temporary I-551 stamp on their passport or U.S. immigrant visa, and/or passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Forms I-94 or I-94A indicating nonimmigrant admissions under Compact of Free Association between the U.S. and FSM or RMI.*

Removal Date: August 1 2021