

Reception Intern

Job ID: 2021-11B
Regular/Temp: Temp
Full-Time/Part-Time: Part-Time
Submit Reply and Resume to: CMEHR@custom-mfg-eng.com

MUST complete Predictive Index test before sending resume:

<https://assessment.predictiveindex.com/54R/b4f43e3e-db60-48c1-a80a-4080ec27fbce?type=candidateba>

Job Summary:

Are you someone who has a passion for serving while protecting the company you work for? We are looking for the right candidate to execute their people skills to become our Reception Intern! Under general supervision, you will perform routine administrative support functions such as preparing presentations and correspondence, documents and reports, scheduling appointments (when applicable), organizing and maintaining paper and electronic files, assisting arrangements for food, room set, etc. You will provide direction and information to internal and external call inquiries, direct incoming/ and outgoing mail that does not go to the shipping/receiving department, general filing, and maintain high health standards by cleaning high touch point areas throughout the facility during the day.

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 (i.e. health screenings, temperature checks) and that visitors to the facility follow appropriate visitor protocols
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications
- Clean all high touch point areas around the facility (i.e. doorhandles, tables, railings)
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material
- Locate and attach appropriate files to incoming correspondence requiring replies
- Open, read, route, and distribute incoming mail and other material and answer routine letters
- Complete forms in accordance with company procedures
- Make copies of correspondence and other printed material
- Compose, type, and distribute meeting notes, routine correspondence, and reports
- Organize and maintain organization in executive offices
- Other duties as assigned when appropriate

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.

- Being aware of others' reactions and understanding why they react as they do
- Understanding the implications of new information for both current and future problem-solving and decision-making
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Good instincts and savvy
- Familiarity or the ability to learn Enterprise Resource Planning software (Deltek/Costpoint)
- 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, including Word, PowerPoint, Excel, and Access
- Planning and problem-solving skills
- Make improvement suggestions and understand the impact to the organization

Minimum Requirements Needed:

- In High School or AA/AS degree program (trade or tech school) from an Accredited College/University
- Coursework in relation to Microsoft Office Suite (Access, Excel, PowerPoint & Word)
- 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%

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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, or M1) 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: May 1, 2021