

## BUILD YOUR CAREER AT HARMON

### CONSTRUCTION PROJECT MANAGEMENT INTERN

#### LOCATIONS

Ft. Lauderdale, FL | Orlando, FL | Atlanta, GA | Seattle, WA | Dallas, TX | Chicago, IL | Baltimore, MD

#### JOB DESCRIPTION

Maintains subcontractor files, job folders, project schedule updates. Develops and manages correspondence with trades and material suppliers, design firm and owner representatives. Reviews shop drawings, transmittals, bulletins, addendum notifications, purchase orders, and change orders. Monitors construction schedules, and update critical path schedule with actual construction progress. Processes progress payments, change orders and extra work orders. Develops punch lists. Attends team, progress and scheduling meetings. Develops and follows through on progress meeting notes. Logs paperwork. Assists with construction inspections and reviews blueprints. Must have strong understanding of the principles of construction management and excellent planning and scheduling skills. Familiar with construction documents, contracts, and specifications. Good communication, customer service, decision making, and problem-solving skills.

#### MINIMUM REQUIREMENTS

Coursework in construction management, construction technology, construction engineering, civil engineering, or related degree. Overall GPA 3.0+ preferred

### MANUFACTURING OPERATIONS INTERN

#### LOCATION

Baltimore, MD

#### JOB DESCRIPTION

Participate in management of major exterior cladding project production in plant environment. Participate in and/or lead Continuous Improvement Projects in both the office and the manufacturing environments. Review Architectural/Structural drawings and Project Specifications to identify requirements and verify compliance. Coordinate with key suppliers to ensure on-time delivery, order completion, quality compliance and lead times. Develop and manage correspondence with material suppliers, and customers. Review shop drawings, transmittals, bulletins, addendum notifications, purchase orders, and change orders. Review Fabrication drawing packages prior to release for production. Develop Build Sequence, Shipping Plan, Truck Lay-outs and delivery schedules for job-site. Monitor construction schedules, and update critical path schedule with actual construction progress. Monitor in-plant quality and testing programs. Assist in the development and processing of progress payments, change orders and extra work orders. Attend team, progress and scheduling meetings. Perform material take-offs. Order materials and maintain material inventory, manage material tracking and controls. Assist with project planning and scheduling. Participate in project team communications.

#### MINIMUM REQUIREMENTS

Coursework in Civil/Structural Engineering, Mechanical Engineering, Industrial Engineering, Architecture, or related degree. Overall GPA 3.0+ preferred

Join the talented team that has made Harmon one of the leading curtain wall contractors in the U.S.

**Submit your resume at [harmoninc.com](http://harmoninc.com)**

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Equal Employment Opportunity/Women/Minorities/Protected Veterans/Individuals with Disabilities

## BUILD YOUR CAREER AT HARMON

### ENGINEERING INTERN

#### LOCATION

Minneapolis, MN

#### JOB DESCRIPTION

Learns to read and interpret industry standard architectural drawings, structural drawings and specifications. Coordinates engineering calculations with shop drawings. Generates requests for information. Organizes and maintains an RFI log. Prepares fabrication and assembly drawings and coordinates with production. Assists with sales, project evaluation and material take-offs. Learns industry and Harmon's products, services and operations. Learns Harmon's manufacturing and engineering standards and processes. Learns to interpret structural calculations. Learns Thermal Analysis Methodology and Software. Makes suggestions to improve and simplify the design process. Attends meetings with architects and general contractors regarding design issues. Reads and interprets blueprints and drawings for production of shop drawings. Utilizes computer aided drafting skills and knowledge of curtain wall components to assist in the development of engineering documents. Assists Designers in the preparation of proposal drawings in AutoCAD, including 3D AutoCAD. Assists Engineering Department in the maintenance of engineering software including, Die Database, and AutoCAD menus. Communicates and/or makes suggestions to Engineering team that will improve and/or simplify the drafting and design process. Applies Continuous Improvement principles in own work performance and drives Continuous Improvement application in company operations.

#### MINIMUM REQUIREMENTS

Engineering, Mechanical Engineering, Industrial Engineering or related degree. Overall GPA 3.0+ preferred

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