



Project Management Internship

- Are you looking for an opportunity to grow and put your knowledge to work?
- Would you like to be in an organization whose mission is to Unlock YOUR Potential?
- Do you want a well-rounded experience where you will work not only in the office but also several job sites?

If so, then our Project Management Internship may be the right one for you!

Our Mission Statement: To Maintain consistent growth while increasing quality and the capabilities of our people.

Our Core Values: Care Trust Help (C.T.H.)

Summary of Position

The Construction Project Manager Intern position will need to be an energetic, forward thinking, creative individual with high ethical standards, appropriate professional image, sound technical skills, analytical ability, good judgment and strong management focus. They will need to be an intelligent and articulate individual who can relate to people at all levels of an organization and retain good communication skills. This position requires a versatile individual who is results-oriented, able to work well under pressure in a fast-paced environment, well-organized, self-directed and who is a team player.

Essential Duties and Responsibilities

- Keep records of all drawings and updates.
- Record accurate and complete meeting minutes
- Distribute information, drawings, and meeting minutes to all necessary parties in a timely manner.
- Receive, review, log, track and distribute RFI's (Requests for Information), submittals, and daily reports in the project management software.
- Receive, review, log, track and schedule on-site material deliveries.
- Provide project photo documentation.
- Ensure adherence to all safety policies and procedures.
- Attend and document project specific walk- through.
- Create, review, tracking and distribution of the installation/ punch list items.
- Execute project close-out documentation.
- Coordinate with suppliers, vendors and subcontractors.
- Assist with material procurement and coordination of change orders.
- Assist with additional projects, duties, and tasks as assigned.

Required Qualifications

- Working toward a Bachelor's Degree in Construction Management or related field.
- Strong interpersonal, organizational, and analytical skills.
- Experience with the Microsoft Office Suite (Word, Excel, Powerpoint, Outlook)