

# PROJECT MANAGEMENT

**EMPLOYER: FRED OLIVIERI CONSTRUCTION COMPANY**

**POSITION TITLE:** Project Management

## **ABOUT THE OPPORTUNITY**

The Project Management Intern will perform tasks requiring the application of standard construction techniques and procedures. This includes working in the areas of project management, scheduling and cost control, estimating, and safety.

## **DUTIES/RESPONSIBILITIES:**

- Assist with project related tasks that include assessing project requirements, implementing processes and analyzing project performance.
- Work with Project Managers to prepare project schedule
- Assist with purchase orders, subcontract agreements and computer data sheets
- Become familiar with proper safety requirements and reinforce those processes and procedures to site superintendents
- Assist Project Managers with writing and processing change orders
- Learn how to manage all aspects of contract administration, including contract writing
- Other duties as assigned

## **REQUIRED SKILLS/ABILITIES:**

- Excellent verbal and written communication skills
- Exceptional attention to detail and follow-up skills
- Capable of working in a fast-paced, ever-changing environment
- Manage multiple tasks simultaneously
- Ability to be flexible and adapt to changing priorities
- Ability to read and understand construction documents, specifically, drawings and specifications
- Ability to operate basic office equipment, including computer, phones, and Microsoft Office Suite

## **EDUCATION AND EXPERIENCE:**

- Working towards a Bachelor's or Associates degree in Construction Management, Architecture, Engineering, or other related field from an accredited program
- Minimum of a 3.0 GPA strongly preferred
- Valid driver's license

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- Professional office environment
- Prolong periods of sitting at a desk
- Active construction sites occasionally

**WORK SCHEDULE:**

- Monday – Friday 1st shift. Company provided laptop and cell phone to manage work at any hour or location if needed.

**TRAVEL:**

- Travel to job sites and meetings as necessary

**EMPLOYER: THE CITY OF CANTON**

**POSITION TITLE:** Crime Analyst Intern

**SALARY:** \$10.10 - \$16.23

**LOCATION:** Canton Police Station

**ABOUT THE OPPORTUNITY**

The City of Canton has one intern position working as a Crime Analyst in the Police Department. The job description for this position is as follows:

An intern working in this position will support the Investigative and Patrol Divisions of the Canton Police Department through research. Some of the tasks associated with this internship include reviewing police reports to identify crime trends and patterns and viewing live and recorded video from dozens of public safety cameras. Interns will assist in the creation of bulletins related to criminal activity and intelligence for planning and operational purposes. They will also assist in collecting information and writing reports to supplement ongoing investigations. It is essential that an intern working in this capacity is well-organized and dependable. Because they will have access to confidential records, interns must be able to pass a background check and will be required to sign a non-disclosure agreement.

**EMPLOYER: FRESH MARK**

**POSITION TITLE:** Production Supervisor Trainee

**SCHEDULE:** 1<sup>ST</sup> & 2<sup>ND</sup> Shift

**LOCATIONS:** Massillon or Canton

**INTERNSHIP PROGRAM OVERVIEW**

The summer internship program is a 12-week program that begins with orientation on May 20th and concludes on August 9th. All internships are paid opportunities. Final in-person interviews will take place at our Corporate Office between December 4th – 15th.

**BENEFITS OF THE INTERNSHIP PROGRAM**

Our internship program provides ample opportunities to participate in volunteer initiatives and positively impact the local community. Additionally, we understand the value of networking and collaboration. Our internship program offers team-building activities to develop skills and connect with other interns and members of leadership and more!

- High-profile, high-impact assignments - You will be involved in assignments that offer a comprehensive understanding of your department while providing insights into Fresh Mark's diverse business operations.
- Coaching and feedback - Our program ensures you receive timely and valuable feedback from leaders genuinely invested in your success.
- Development and training - Day one will be the start of an onboarding and training program designed to set you up for a successful internship and continuous learning.
- Professional networking - You'll have the opportunity to expand your professional network by connecting with leaders throughout the company.
- Community service - Your development includes the opportunity to make a difference in the lives of others by participating in volunteer efforts.

**JOB DESCRIPTION SUMMARY**

The Production Supervisor Trainee internship is for individuals with an interest in becoming a Production Supervisor after graduation. As a Production Supervisor Trainee, you will work and train on production lines associated with the processing and packaging of smoked meat products. The successful candidate will learn process control through hands-on experience, management of production lines, and the leadership required to accomplish tasks through proper motivation of team members.

As a Production Supervisor Trainee, you'll have the opportunity to learn about Fresh Mark's business operations and while performing the following tasks:

- Physically work in the production setting.

- Attend management meetings.
- Participate in decisions that enhance plant P&L.
- Participate in employee meetings that:
  - Establish expectations for Safety, both product and personal.
  - Define operations objectives/goals.
  - Create an awareness of consumer demands.
  - Provide an understanding of appropriate raw material utilization.
  - Provide simple accounting standards as applicable to production.
  - Anticipate problems in equipment/material before they arise.
  - Participate in creation of reports required in the production process.

## **REQUIREMENTS**

- Currently enrolled and pursuing a 2-year or 4-year degree at an accredited college or university. All majors will be considered in conjunction with the career goals of the candidate.
- 18 years of age by the start of the internship program.
- Prior work experience required. Prior leadership experience is a plus.
- Excellent communication skills, both written and verbal.
- Experience working with Microsoft Excel, Word, Project, and PowerPoint.
- Willingness to learn and work in a team environment.
- Proactive thinker and self-motivated.
- Strong time, project, and organizational management skills.
- The ability to work independently.
- Ability to work well with others in a fast-paced, dynamic environment.
- Ability to be respectful, approachable, and team-oriented while building strong working relationships and a positive work environment.
- Adherence to safety practices and Good Manufacturing Practices (GMP).
- Successful completion of pre-employment background check and drug screen.