

# PROJECT MANAGEMENT INTERNSHIPS

**EMPLOYER:** Fred Oliveri Construction

**POSITION TITLE:** Project Manager Intern

## POSITION OVERVIEW

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.

## RESPONSIBILITIES AND EXPECTATIONS

- 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 1<sup>st</sup> 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

## Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice