

**EDGE**

CONSTRUCTION SPECIALTIES

100% Employee Owned

EDGE CONSTRUCTION SPECIALTIES
EDGECONSTRUCTIONSPECIALTIES.COM
INFO@EDGECONSTRUCTIONSPECIALTIES.COM

FIELD INTERNSHIP OPPORTUNITY

THE OPPORTUNITY

The Field Intern works with Field Engineers and Field Managers to help facilitate, organize, and distribute certain materials for each project. They will help to manage certain aspects of the cycle of a product from delivery in the field, to complete installation while working to grow their knowledge in the industry.

YOUR RESPONSIBILITIES

- Develop an understanding of our products and materials for purposes of accurate organization/tracking, as well as how they relate to one another in the field and install.
- Develop a working understanding of our ERP system and how to use it to complete tasks on site.
- Start to build relationships with GCs to meet their needs.
- Help accept deliveries onsite for purposes of “counting in” and confirming complete deliveries.
- Sign off for accepted complete orders, and document/reorder missing, damaged, and incorrect items and PO's.
- Work with field/warehouse managers to facilitate on time and accurate deliveries to site.
- Help with inventory counts, organization, and location of all inventoried materials.
- Allocate materials and goods once received to secure lock up areas, where they can then be organized and bundled for distribution to installers.
- Assist in creating strategies for minimizing cost and time in the inventory management chain.
- Identify future needs in advance to guarantee success of acquisition and installation within schedule.
- Develop relationships with suppliers/vendors.

JOB REQUIREMENTS

- Preferred qualifications and goals for an individual working in this position (in addition to minimum qualifications).

EDUCATION/EXPERIENCE

- Working toward developing Commercial construction site experience.
- Working toward a bachelor's degree with a major in Construction Management or related field.
- Working to develop client-facing and internal communication skills.
- Working to develop excellent written and verbal communication skills.

KNOWLEDGE/SKILLS/ABILITIES

- Able to read architectural drawings and shop drawings.
- Ability to manage multiple tasks effectively and to prioritize multiple moving deadlines.
- Computer literacy (Microsoft Office), Bluebeam.
- Conflict Management skills.
- Development of leadership, management, and interpersonal skills.
- Solid organizational skills.

COMPENSATION

21\$/hr

Part/Full time position, 20-40 hours per work. Must be flexible to working when needed. Some travel may be required.

Standard office hours are Monday-Friday 8:00am to 5:00pm

APPLY: SEND AN EMAIL TO INFO@EDGECONSTRUCTIONSPECIALTIES.COM WITH YOUR RESUME AND THE POSITION(S) YOU ARE APPLYING FOR.