

Operations Intern

Description:

Operations Intern interested in supporting Heath Steel to continue to provide metal building solutions to our customers. This is a part time internship starting in the spring semester that will carry on to a full time summer internship with option for part time work during fall as well. Heath Steel is a rapidly growing metal building contractor seeking an Intern to join our team.

Responsibilities:

1. Assisting project manager with setting up projects, schedules, creating subcontracts and purchase orders, and managing construction projects in the field
2. Generating and reviewing submittals from suppliers and subcontractors
3. Performing field site walks
4. Documenting field progress
5. Gathering and compiling measurements and information for scope changes
6. Picking up and delivering material to jobsites and performing inventory check on materials delivered to the site by vendors

Ideal Candidate Qualifications:

1. Ideal candidate must have a Great Attitude, be a Team Player, be Proficient in Time Management, and have Great Communication Skills.
2. Proficient with Microsoft Office Suite, including Project, and Bluebeam
3. Ability to present information clearly and precisely
4. Very adaptable and willing to learn

Compensation: Part Time, \$22 per hour

Location:

Heath Steel

<https://www.heathsteel.com/>

141 Racquette Drive

Fort Collins, CO 80524

Please Send Resumes To:

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