



Title: Construction Administration Intern

Employer: Hall-Irwin Corporation

Pay Range: \$21.00-\$25.00/h

Shift: Part-time, 20-30 hours expected per week

Location: Greeley, CO + Front Range job locations

Reports To: Director of Operations / General Superintendent / Safety Manager

Who We Are:

Established in 1963, Hall-Irwin delivers commercial construction, land development, and water storage projects across Colorado's Front Range. We are a performance-driven builder focused on proactive planning, risk management, and operational excellence. Our teams do not wait for problems to happen. We identify risk early, align teams around clear plans, and execute with precision to deliver consistent results for our clients.

We have spent six decades building both projects and relationships within our community. Our culture is grounded in ownership, accountability, and continuous improvement, with a strong emphasis on developing our people. Team members are given real responsibility, exposure to decision-making, and the support needed to grow. We believe strong teams, clear communication, and disciplined execution are what separate average projects from exceptional ones.

Description:

The Construction Administration Intern will support senior management and administrative teams with the goal of learning how jobs succeed or fail. This role provides exposure to high-level project workflows, including documentation management, to be able to see how senior-level decisions impact cost and workflow. The position is designed to build a strong foundational understanding of construction processes, decision-making structures, and the operational systems that drive successful project outcomes within a general contracting environment and will need a person who can be trusted with real responsibility.

Duties and Responsibilities:

- Support senior management in tracking project performance, including schedule status, cost exposure, and key risk items across active projects
- Assist in maintaining executive-level reporting tools, dashboards, and logs to ensure accurate and timely visibility into operations
- Contribute to the preparation and review of high-level project documentation, including submittal/RFI logs, change order tracking, and summary reports
- Help identify gaps, inconsistencies, or risks in project documentation and escalate findings to leadership for action
- Support coordination between project teams, field leadership, and operations to align on priorities, schedules, and deliverables
- Assist in preparing materials for internal leadership meetings, OAC meetings, and strategic planning sessions

- Participate in process improvement efforts, helping standardize workflows, documentation practices, and reporting structures
- Support compliance and risk tracking, including insurance, contracts, and safety documentation at a portfolio level
- Provide data entry, validation, and reporting support within project management and financial systems (e.g., Procore, Sage) with a focus on accuracy and decision-making value
- Assist senior leadership with special projects, analysis, and operational initiatives that impact company-wide performance

Qualifications:

- Currently pursuing a degree in Construction Management, Engineering, Business, Finance, or a related field. Post-Grad student preferred, however, all high performing individuals are encouraged to apply.
- Strong organizational and analytical skills, with the ability to understand and interpret project data at a high level
- High attention to detail with the ability to identify issues, inconsistencies, and potential risks
- Ability to manage multiple priorities and operate effectively in a fast-paced, performance-driven environment
- Strong communication skills and professionalism when interacting with field teams, subcontractors, and leadership
- Proficiency in Microsoft Office, particularly Excel for tracking and analysis
- Bilingual in English and Spanish preferred
- Prior experience or exposure to construction operations, project coordination, or administrative support is beneficial
- Familiarity with construction processes, documentation, and terminology is preferred
- Experience with project management or accounting software (e.g., Procore, Sage) is a plus

Hall-Irwin's Core Values:

- Safety
- Innovation
- Ownership
- Connection
- Fun

Benefits:

- Paid time off
- 401(k)

Hall Irwin is an equal opportunity employer. Hall Irwin does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service or any other characteristic protected by law.