



JOB VACANCY

Title: Intern

FLSA Status: Non-Exempt

Reporting to: Office Director

Office Location: Denver, CO

How to apply: email your resume to recruit@us.rlb.com

Company Overview

We are looking for dynamic individuals to join our team! With over 20 offices in North America and the Caribbean in addition to over a hundred global offices and approximately 4,000 staff worldwide, RLB has a truly global reach while still offering a local presence to its clients almost without exception. We are committed to our core services and pride ourselves on our dedication to customer care and leading-edge service provision.

RLB is an award-winning international firm, known for providing property and construction consultancy advice at all stages of the construction cycle. Utilizing its many years of experience and professionally trained employees, RLB continues to firmly establish itself as one of the major players in the construction industry throughout the Americas, Africa, Asia, Europe, Middle East, and Oceania. Our employees are involved in a variety of projects across a range of sectors, from sports arenas and healthcare to higher education and convention centers.

As a privately held company, we hire the best people, give them exceptional training, and provide extensive opportunities for professional growth while working on exciting projects while providing an excellent compensation and benefits package.

Overview of Role

The Intern will work beside the Project Manager/Cost Estimator in a planned undertaking with defined goals, work plans, timeliness, and implementation strategies to correspond to client needs. The Intern should have the ability to identify opportunities within a project that will add value and help successfully accomplish the clients desired project outcome.

Essential Functions

- Assists PM/CE in the development of the project goals, work plans, timeliness, and implementation strategies
- Actively involved in revisions in the project components
- Assists with identifying decision-making issues and key stakeholders, develop and implement strategies to encourage and obtain stakeholder and/or community awareness and support and identify project partners
- Identify and coordinate with program committees and advisory groups
- Measure, evaluate and communicate project performance
- Contributes to team performance by collaboration and effective communication.
- Contributes to and understands the clients desired project outcomes, identifies opportunities to add value to accomplish the desired outcomes.
- Adds to team effort by accomplishing other duties as assigned.

The ideal candidate will demonstrate a positive proactive approach to the role, and will be committed to delivering customer service excellence, with good commercial results.

- Minimum Education (or substitute experience) required: Enrollment in a 4-year college program in architecture, construction management or engineering science.
- Minimum Experience required: 2+ years of experience gained through educational or work activities.

Physical Requirements and Working Conditions:

- Indoor office environment. May require work on site locations when necessary
- Equipment used includes computers and standard office machines
- Essential physical tasks include: the ability to work on a computer and the ability to answer and speak on a telephone. May require the use of a ladder on occasion

RLB is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices based on race, sex, age, handicap, religion, national origin, or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.