

Associate Project Intern - Denver Region

Overview

Salary range: \$20.00-\$24.00 per hour

The Associate Project Intern is responsible for supporting the construction project team during the design and construction of Holland Partner Group projects. The incumbent further develops interpersonal and technical skills, and maintains all necessary correspondence and documentation for successful project management in accordance with Holland Partner Group's Core Values.

Responsibilities

- Assists project managers in identifying, pursuing, negotiating and completion of sales on assigned projects.
- Participates in client contact with project managers.
- Prepares in detail components of conceptual and detailed estimates and reviews with supervisor.
- Participates in writing proposals.
- Assists in the management of the design aspect of assigned projects with the goal of ensuring that budget, schedule, quality and customer satisfaction goals are met.
- Coordinates with the project and design team in the preparation of working drawings for assigned project.
- Reviews construction and shop drawings for buildability, errors, or other details related to construction.
- Assists or manages construction and close-out on assigned projects with the goal of ensuring that budget, schedule and customer satisfaction goals are met.
- Initiates and/or participates in subcontractor and supplier contact.
- Assists in preparation of project schedules.
- Reviews drawings, budgets, schedules and other project related matters with jobsite superintendent.
- Reports current cost projections to supervisor on a monthly or more frequent basis and assists project manager with other cost projections.
- Assists in the preparation of owner change orders.
- Prepares drafts of subcontract bid scopes and contract scopes for project manager's review.
- Works with governmental agencies to aid project success or resolve job problems.
- Shares job cost responsibility through monitoring budgets and schedules resolving problems, and writing job cost and status reports.
- Works to optimize team effectiveness and helps coordinate project team.
- Assists project managers and superintendents in the field with QA/QC, safety, project documentation and miscellaneous duties consistent with the job duties noted herein.
- Develops and maintains productive working relationship with team and company personnel
- Initiates meetings to keep supervisor informed of project status and progress.
- Represent Holland Partner Group in a professional manner at all times.
- Conform to company apparel standards and set a positive example for all Associates.
- Perform all other duties as directed and assist the overall team effort in any way possible.

Qualifications

Education: Current enrollment in a Bachelor's degree program in Civil Engineering, Construction Engineering, Construction Management, Architecture, or related area (preference to Engineering degree) required.

Experience: Construction jobsite and design-build experience is strongly preferred.

Knowledge, Skills and Abilities Required:

- Strong organizational and problem-solving skills
- Superior analytical aptitude
- Effective communication skills, both writing and oral, and able to communicate to a wide variety of people
- Self-starting and driven
- Must be honest and prepared to work in a team environment
- Proficient in MS Suite, specifically MS Word and MS Excel

Attendance: This full-time position requires regular and punctual attendance compliant with the schedule set to meet company needs. Additional hours or overtime may be required.

Working Environment: Primarily an office environment where there is minimal discomfort due to temperature, dust, noise and the like. May review field locations that involve hazardous construction environment requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

This position also requires:

- Ability to lift or move up to 20 pounds.
- Hearing and visual ability to observe and detect signs of emergency situations.
- Fluency in English both verbally and non-verbally.

Apply directly at:

<https://jobs-hollandresidential.icims.com/jobs/7957/associate-project-intern---denver-region/job?mode=view>