

Operations Intern

Description:

Operations Intern interested in supporting Heath Steel to continue to provide metal building solutions to our customers. Full time summer internship with option for part time work during fall and spring semesters. 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. Performing material unloads at jobsites and doing inventory checks

Ideal Candidate Qualifications:

1. Ideal candidate must have a Great Attitude, be a Team Player, be Proficient in Scheduling, 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

Contact:

Heath Steel
141 Racquette Drive
Fort Collins, CO80524

Randy DeMario
Owner
rdemario@heathsteel.com
970-218-0808

