



Job Title	Assistant Project Manager Intern
Reports to	Project Manager

Job Purpose

NHF provides The APM Intern an opportunity to learn/gain varied and in-depth technical knowledge in areas such as Façade Project Management, Production Management, Scheduling, Engineering, and Site Installation. The APM must coordinate work with other departments, including, procurement, manufacturing, construction teams, external project teams, and engineering.

Duties and Responsibilities

- Understand and oversee the process of a facade project from handoff of the estimate throughout the closeout process.
- Support the process of submittals, RFIs, etc. as needed throughout the project lifespan
- Under the direction of the PM, begin with the estimate and the contract, understand the scope and be able to meet with the engineering/shop and design department to develop the drawings.
- Assist the PM in managing key items and deadlines regarding project design, keeping in mind logistics and limitations of the site and incorporate feasibility into the design.
- Maintain notebook and logs required for scheduling, cost tracking, and resource management
- Maintain schedule and work with team members in allocating the designers and shop work according to prioritized scope items.
- Ensure the timely and accurate ordering of material through the Procurement team is within in the project budget.
- Maintain communication through separate departments to make sure production requirements can be met.
- Follow up on fabrication to make sure nothing is missed and that it will get completed on time.
- Make sure the site deliveries are coordinated and field resources are available.
- Attend site meetings and be available during installations as needed.
- Manage as-builts and closeout documents.
- Perform tasks as they may be assigned in an efficient and thorough manner.

Qualifications

Key Roles and Skill Sets:

- Knowledge of administration, management and tools
- Knowledge of construction safety and regulations in compliance with OSHA standards
- Mathematical skills including application and use in problem-solving
- Ability to coordinate own and others' actions, manage own time and manage personnel resources
- Familiarity with architectural metal, wood, and glass form and function is a plus
- Excellent verbal and written communication skills.



- Strong understanding and expression of written and verbal English sentences and paragraphs in work-related documents
- Proficiency in the Microsoft Office Suite, with a focus on Excel as well as a strong problem-solving capability

Education and Experience:

- Junior, Senior, Alumni
- Working towards or completed Construction Management degree, Architectural Design, Civil Engineering or Mechanical Engineering degree.

How to Apply / Contact information

Email resume and any other pertinent information to: nhfcareerfairs@newhudsonfacades.com

Subject line: Application for 'Assistant Project Manager Intern position – Denver, CO'

Contact information: Christa Hamann (Office Manager) at nhfcareerfairs@newhudsonfacades.com

Hourly Rate / Hours per week

Hourly Rate: \$20-\$25/hr depending on experience and classes taken

Hours per week: 40 hours per week plus possible overtime. Flexible with any summer vacations as long as notified well in advance and approved by Management team.

Location of Assignment / Projected Start Date

Location: Denver, Colorado on project Site

Projected Start Date/Timeframe: May/June 2023 depending on School completion timeline. Internship to be over 2023 summer alongside our Site project Management team until required return to school.