



## Assistant Project Manager Intern

Brief Position Description:	
Reports to: Operations Manager	Status: Non-Exempt
<p>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.</p>	
Role and Responsibilities:	
<ul style="list-style-type: none"><li>• Understand and oversee the process of a facade project from handoff of the estimate throughout the closeout process.</li><li>• Support the process of submittals, RFIs, etc. as needed throughout the project lifespan</li><li>• 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.</li><li>• 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.</li><li>• Maintain notebook and logs required for scheduling, cost tracking, and resource management</li><li>• Maintain schedule and work with team members in allocating the designers and shop work according to prioritized scope items.</li><li>• Ensure the timely and accurate ordering of material through the Procurement team is within in the project budget.</li><li>• Maintain communication through separate departments to make sure production requirements can be met.</li><li>• Follow up on fabrication to make sure nothing is missed and that it will get completed on time.</li><li>• Make sure the site deliveries are coordinated and field resources are available.</li><li>• Attend site meetings and be available during installations as needed.</li><li>• Manage as-builts and closeout documents.</li><li>• Perform tasks as they may be assigned in an efficient and thorough manner</li></ul>	
Physical Requirements:	
<ul style="list-style-type: none"><li>• Ability to travel as required.</li><li>• Ability to sit, work, collaborate on a computer as needed for project work.</li><li>• Ability to stand for periods of time as needed for project work.</li></ul>	
Qualifications and Education Requirements:	
<ul style="list-style-type: none"><li>• Currently in an accredited program within the AEC industry.</li></ul>	

***New Hudson Facades is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.***

### Application Instructions:

- Interested candidates please send a resume and cover letter to [nhfcareerfairs@newhudsonfacades.com](mailto:nhfcareerfairs@newhudsonfacades.com)
- Any follow up questions or clarifications, please email [nhfcareerfairs@newhudsonfacades.com](mailto:nhfcareerfairs@newhudsonfacades.com)

### General Company Information & Website:

[www.newhudsonfacades.com](http://www.newhudsonfacades.com)

New Hudson Facades (NHF) is a custom architectural facade company which specializes in the design, engineering, manufacturing, and installation of facades on world class buildings. NHF partners with leading architects and general contractors to provide innovative and challenging cladding solutions for some of the most architecturally significant projects being built today.

NHF provides design and engineering expertise with in-house design and engineering staff. These technical teams have project experience with complex geometries, a variety of specialized materials and cladding systems, and the use of the most technically advanced engineering and modeling software and computational systems. These teams are comprised of individuals who have multi-disciplinary skills and knowledge including system design, structural engineering (aluminum, steel, glass, natural stone, and blast), building physics (thermal, lighting, and acoustical), BIM modeling and 3D visualization, and testing. Primary offices for Engineering are in Mendota Heights, MN and Linwood, PA.

The manufacturing capabilities of NHF at our Linwood, PA factory include the integration of highly automated production engineering processes with the leading CNC fabrication and assembly technologies within the industry. With the use of state of the art equipment and technology, the various manufacturing processes and departments (QA/QC, procurement, logistics, machining, and assembly) are fully integrated.

NHF provides installation services for all products that are designed and manufactured. Field operations teams of construction managers and field superintendents develop logistical plans for the safe, cost effective, and efficient installation of the custom facade systems. Field operations include delivery, site surveying, material handling, crew scheduling and management, QA/QC, and material installation.

### Location of position and Start Date:

- Positions offered in CA, Chicago, MN to start in June 2024

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