

## **Building Careers Partnership Sample Job Description**

### Office Engineer - Summer Internship

A summer intern will be responsible for assisting a project team which consists of a Project Manager, Project Engineer, and a Superintendent on a construction management project.

Duties will include:

- Assist with drawing & document coordination. This would entail sending drawings to bidders via FedEx, keeping project documents organized, and distributing documents to all parties involved with a project.
- Prepare submittals, meeting minutes, change orders, bid proposals, etc.
- Develop and maintain project matrices for document control. Excel spreadsheets are used to track documents, RFI's, drawings, and change orders.
- Phone skills/interpersonal skills: be able to interact with architects, trade contractors, and vendors.
- Computer skills – experienced with Word, Excel, and email.

Candidate will be exposed to cost estimating, planning and scheduling, materials procurement, cost control, and quality management.