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## CONSTRUCTION MANAGEMENT INTERN POSITIONS COMMERCIAL CONSTRUCTION

As an Intern with the A.R. Brouwer Company, you will experience working for a general contracting firm in the commercial construction industry. This position is ideal for students pursuing a Bachelor's degree in Engineering or Construction Management. Interns will work with and assist various departments of the company with project-related tasks. The Summer internship program will run between 10 to 12 weeks, full-time. This position has the potential for professional growth with the A.R. Brouwer Co.

### **DUTIES AND RESPONSIBILITIES:**

As an Intern, you will work with and assist the Project Engineer, Project Manager, and Superintendent with the following duties and responsibilities:

- Review of drawings, specifications, submittals, and other construction documents
  - Develop Bid Packs and interact with subcontractors, suppliers, and sales staff
  - Project Scheduling using Microsoft Project
  - Assist P.M. with writing subcontracts, change orders, submittals, and RFI's using Procore
  - Attend staff and departmental meetings weekly and other appropriate coordination meetings
  - Interact with various professionals related to the construction field, including owners, architects, engineers, subcontractors, and vendors
  - Ensure the project meets required quality standards
  - Follow all safety protocols and project safety plan
  - Maintain up-to-date project drawings and specifications and project files
  - Project Punch list and Closeout
  - Complete Field Assignments under supervision of Superintendent
- Additional duties and responsibilities may be assigned*

### **SKILLS REQUIRED:**

- Ability to multi-task
- Organized and detail-oriented with strong technical and problem-solving skills
- Work with others as a team player
- Strong communication skills, both written and verbal
- Computer Proficiency with Windows and Microsoft Office environments

Please forward your resume to: [hr@arbrouwer.com](mailto:hr@arbrouwer.com)