



**\*Job ID:** 21004

**\*Job Title:** Project Management Intern

**Job Reference Num:** 2016-2209

 **Organization Name:** Chain Electric Company

 **Linked Contact:**  Haley Fordham

**No. of Openings:** 1

**Work Schedule:** Flexible

**Work Over Sem/Holiday Breaks:**

**Walking Distance:**

**Hours per Week:** 20-24

**Wage/Salary:**

**Employment Start Date:** 6/10/16

**Employment End Date:**

**Supervisor:** Wesley Airheart

**\*Job Description:** POSITION SUMMARY:

The Utility Construction Project Manager Intern works under the direction of the Director of Project Management. The Project Manager Intern is responsible for entering bid and project data, analysis of bid and project data, complete bid forms, scheduling of projects, and assisting project managers.

**SKILLS INCLUDE:**

- Effective time management and logical decision making ability.
- Capacity to handle pressure.
- Willingness to travel across the construction sites, as well as spend time in the office.
- Strong focus on quality.
- Strong knowledge of Microsoft Excel is important.
- Must be able to organize resources including people, equipment and materials.
- Must have knowledge and training in estimating with precision and accuracy.
- Must have knowledge in Microsoft Project; knowledge in Primavera P6 is a plus.
- Knowledge and understanding of the importance of all safety requirements of a project.
- Communication and interpersonal skills, both written and oral, are key to the position.

**Qualifications:** BASIC QUALIFICATIONS:

The minimum requirements for this entry level position will be a high school diploma and basic knowledge of MicroSoft Office Suite (Word, Excel, & Outlook). Current enrollment in a school for a bachelor's degree in civil engineering or construction engineering/management is a definite plus.

**\*How to Apply:** Go online to <http://careers.chainelectric.com/>.