Job Summary

Reporting to the Project Manager, you will provide support to the project team in the field by assisting in coordination and distribution of information required to complete the project on time, within budget and to our company and client quality standard. The goal of our internship program is to provide students with valuable work experience, bridging the gap between academic theory and practice.

Responsibilities

- Support of project team's daily needs including but not limited to deliveries/mailing, scanning, architectural drawing print orders, document development, maintaining project tracking logs, creating project team member directories.
- Coordinate and maintain a master calendar for the project team, and effectively manage all project scheduled activities, meeting invites, conference call lines and etc.
- Assist with maintenance of project files including ICON’s master project database.
- Monitor, screen and assist in managing email, mail and telephone communications for the project team using proper knowledge and judgment.
- Attend all regularly scheduled construction progress meetings and other meetings as required; taking notes and keeping meeting minutes as required.
- Utilize excellent time management skills to plan, organize and coordinate the administrative aspects of the Project’s activities and office functions.
- Assist with the planning for all project related events and special projects.
- Assist with obtaining project data to establish project schedules.
- Assist with monitoring and forecasting project budgets, contracting costs, and actual cost expenditures.
- Assist with contract administration, project correspondence, and document control of engineering drawings.
- Assist with log submittals and processing of RFIs.
- Assist with coordinating subcontractors, vendors, and field staff.

Required Experience & Education

- Pursuing an undergraduate or graduate degree in construction management, engineering or related degree required, with at least two years of education, and a basic knowledge of building construction experience.
- GPA of 3.0 strongly preferred.
- Knowledge of construction field with the ability to understand project owner specifications, engineering drawings, project scheduling, and cost controls preferred.
- Strong technical skills; Proficient in Microsoft Word, Outlook, Excel and Bluebeam.
- Excellent verbal and written communication skills.
- Strong organizational, multi-tasking, planning and time management skills.
- Detail-oriented with the ability to recognize discrepancies.
- The ability to work independently as well as part of a team.
- Ability to work in Denver, CO or other states where our construction projects are located.

Please send resumes to: Michael.gramsas@caacon.com