Internship Position
Summer 2018

**Purpose:** Internship with 21st Century Concrete Construction, Inc. as an Assistant Construction Project Manager

**Some duties will include:**

- Writing RFI's
- Attending weekly coordination meetings at job sites
- Assisting with submittal logs
- Updating job specific safety manuals and programs
- Procuring quotes from subcontractors and suppliers
- Working hand-in-hand with lead project managers
- Working with and assisting company estimators
- Assisting on bid day
- Project bid / cost take-off
- Attending public bid openings
- Project site overview
- Contributes to team effort by accomplishing related tasks as needed
- Other duties as assigned

**Skills/Qualifications:** Candidate should be a self-motivated, high energy individual with good to above average computer skills, possess the ability to adapt and accept direction, and interact well with others. Strong organizational skills and attention to detail are essential.

Matt A. Ambrose, MBA | Vice President | 21st Century Concrete

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21st Century Concrete Construction Inc. is a family owned and operated company. Founded in 2001 by Patrick Butler, 21st Century has built a solid reputation of providing excellent workmanship on projects ranging from small renovations to complex multimillion dollar design builds. Some of our projects include municipal buildings, government buildings, healthcare facilities, schools, shopping centers, manufacturing facilities, warehouses, parking garages and office buildings. Our company holds numerous certifications and we are an approved and certified ODOT contractor, managing everything from concrete work to electrical signalization.