Job Title: Graduate Assistant Project Manager Position

Application:
To apply please send a resume and covering letter to hr@singletonconstruction.net

Position Summary:
This graduate position will work with Singleton Construction in Columbus, on project coordination and manage all project related administration to support success of the project.

We have the opportunity to take on either a recent Construction Management graduate, that could take on a full time role starting in January 2018. We are also interested talking to interns for Spring & Summer 2018.

The intern will be responsible for a wide range of duties which could include:

- Schedule subcontractors on direction of Project Managers & Senior Project Managers.
- Prepare and send out contracts – including getting schedule from Project Manager & Senior PMs and forwarding to all subs.
- Assist with estimating department - finding subs, obtaining quotes, costing, as directed by the Project Manager & Senior PMs.
- Provide assistance to the organization in project coordination and administration.
- Ensuring that all documentation is updated, including emails, bid documents, purchasing safety materials, etc. and loaded into computer ease (was box).
- Prepare and manage permits, receipts, contracts
- Logistical management – booking of hotels, lodging, containers, offices, temp facilities such as toilets for job sites.
- Organize and audit construction site safety documentation.
- Miscellaneous job site reporting.
- Manage financial administration including invoicing, budgeting, costing and related administration.
- Prepare and submit change orders, material orders and closeouts.
- Manage compliance documentation – drive and get paperwork - and liaise with Project Manager & Senior PM.
- Provide help as need to Project Managers & Senior PMs.
- Ensure all contract documents are in hand before the jobs start.
- Reach out to AHJ for awarded subs (bids lost).
- Purchase safety materials.
- Immigration documentation.
- Environmental process management.
- Document/plan revisions – on box and to field.
Qualifications/Skill and Knowledge:

- Valid driver’s license and willingness to travel if needed.
- Goal oriented and task driven, with the ability to organize, multitask, and solve problems effectively & efficiently.
- Computer and email literate to provide timely and accurate field documentation. Prolific in Microsoft Office, Excel and ability to e-mail, type and use windows based programs.
- Strong organizational and communication skills.