Assistant Project Manager Co-op / Intern:

Description Cleveland Construction, Inc. is seeking college students who would like to gain experience in commercial construction projects. Our co-op program offers you exposure in the management of active commercial construction projects. These students will work directly with Senior Project Managers, Assistant Project Managers, Estimators, and other employees on a daily basis in order to receive maximum benefit from the experience. Position is intended as a training ground for individuals to gain the depth of experience required to thrive in the Construction Industry. This is a full-time (8a.m. – 5p.m.) paid co-op program that starts and continues throughout the length of their co-op term, for their specific program.

Essential Functions

Participants will perform the following:
- Assist in administrative procedures and maintaining records for the project(s)
- Assist the Project Manager(s), Assistant Project Manager(s), Estimators, etc. in inspection of construction work.
- Assist with the coordination of subcontractors
- Assist in the scheduling and supervision of required testing and monitoring results
- Assist with punch-list and project close-up activities
- Assist in interpretation of contract plans, specifications, and construction plans
- Assist in evaluation of change proposals and in preparation of change orders
- Other duties as necessary

Skills Required

Participants should possess the following:
- Familiarity with construction methods and materials
- Desire to pursue employment in the construction industry
- Strong mathematical skills
- Strong communication skills (both written and oral)
- Familiarity with MS Office and other common computer software

Learning Benefits

Participants are provided the opportunity to acquire:
- Knowledge of standard construction management procedures
- Knowledge of construction terminology and concepts
- Improved communication, coordination, and leadership skills
- Improved communication skills with subcontractors, consultants, vendors and clients

NOTE: Housing/relocation assistance is not provided; pay rate is based on degree of study’s co-op average pay rate.

To apply, send your resume to jquinif@clevelandconstruction.com or fax to (440) 205-1138, with “Assistant PM Co-op” in the Subject Line or Cover Page.

Position located at:
Cleveland Construction, Inc.
8620 Tyler Blvd.
Mentor, OH 44060 (440) 255-8000 www.clevelandconstruction.com