



Construction Project Manager Internship

Niles Industrial Coatings – Fenton, MI

www.nilesindustrial.com

Summary of Position

The Construction Project Manager Intern position will need to be an energetic, forward thinking, creative individual with high ethical standards, appropriate professional image, sound technical skills, analytical ability, good judgment and strong management focus. They will need to be an intelligent and articulate individual who can relate to people at all levels of an organization and retain good communication skills. This position requires a versatile individual who is results-oriented, able to work well under pressure in a fast-paced environment, well-organized, self-directed and who is a team player.

Essential Duties and Responsibilities

- Keep records of all drawings and updates.
- Record accurate and complete meeting minutes
- Distribute information, drawings, and meeting minutes to all necessary parties in a timely manner.
- Receive, review, log, track and distribute RFI's (Requests for Information), submittals, and daily reports in the project management software.
- Receive, review, log, track, and schedule on-site material deliveries.
- Provide project photo documentation.
- Ensure adherence to all safety policies and procedures.
- Attend and document project specific walk- through.
- Create, review, tracking and distribution of the installation/ punch list items.
- Execute project close-out documentation.
- Coordinate with suppliers, vendors, and subcontractors.
- Assist with material procurement and coordination of change orders.
- Assist with additional projects, duties, and tasks as assigned.

Required Qualifications

- Working toward a bachelor's degree in Construction Management or related field.
- Strong interpersonal, organizational, and analytical skills.
- Experience with the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Technical Skills

- Entry level position. No previous experience required but is a plus.



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