

**Job Title:** Project Management Intern/Co-Op

**Location:** Various

(This position is field, and office based and may require some travel)

**Summary:** We are looking for outgoing students that want to apply what they have learned in their Construction Management, Engineering, or Architecture courses to real life experiences. At Sevan you will be part of a team that is dynamic and fast paced. Strong communication skills and a desire to be involved in all aspects of a project life cycle are a must. Problem solving skills, thinking outside the box and dealing with ambiguity are skills that we value. You will work alongside experienced individuals as well as the opportunity to operate independently. Our interns do not make coffee runs, or push papers – they receive hands-on, real-world experience and take pride in learning day to day activities that help launch our business forward. We are looking for people who enjoy the challenge of taking on a leadership role and working together on a team each day.

### **Essential Duties and Responsibilities**

- Learn project management skills through exposure to projects and programs for various large corporate clients
- Assist the Project Team with on-site review of construction progress against established project schedule
- Support Project Manager with monitoring and reporting on project work in the field
- Assist Project Team with project reporting and documentation requirements
- Assist in preparation of tracking and status reports, utilizing Excel
- General understanding of construction management terms and processes required
- Ability to communicate effectively with vendors
- Contribute in validating and reviewing contracts, bill of materials, and change orders
- Respond effectively to sensitive inquiries

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education/Experience:**

- In progress: 4-year degree in construction related program, or equivalent
- Strong ability to communicate, both verbally and in writing, with all levels of the project team including management, project management, clients, client's organization, contractors, and vendors
- Ability to prioritize and handle diverse workload
- Willing to dive in, proactively ask for new things you can help with, desire to learn and ambition to excel

- Strong attention to detail
- Ability to tolerate ambiguity and be able to work effectively within a diverse workplace
- Strong organizational and time management skills with the ability to prioritize in a changing work environment
- Proficient working knowledge in Microsoft Office Suite

Sevan promotes a culture of leadership and employee development. To thrive in Sevan's culture be prepared to embrace change and communicate openly. Be open to learning about cutting edge technology. Be always improving and challenging yourself. Be positive. Promote our values of Respect, Integrity, Teamwork, Excellence, and Charity. Embrace key Sevan-wide initiatives, like Safety and Sustainability.

*Sevan Multi-Site Solutions Inc. is proud to be an equal opportunity employer committed to a diverse and inclusive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, marital status, genetics, disability, pregnancy, veteran status or any other basis protected by law.*