

Job Description

Job Title: Intern, Project Management
Location: Various

Summary: The Project Management Intern assists the Project Team with review of construction progress, documentation, reporting, and other project tasks for construction programs.

Essential Duties and Responsibilities include but are not limited to the following statements.

- 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
- Additional duties as assigned

Culture, Leadership and Employee Development

- Exemplifies and promotes our values of integrity, respect, teamwork, excellence and charity.
- Embrace key Sevan-wide initiatives, like Safety and Sustainability.
- Communicates our vision and purpose through Service, Talent, and Choices.
- Serves as a role model and promotes professional behavior.
- Participates in personal career development through on-the-job training and attends training programs.

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

Language Ability:

Read, analyze, and interpret documents. Respond effectively to sensitive inquiries. 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.

Reasoning Ability:

Willingness to face challenges with the ability to solve problems and motivate others, while maintaining effective relationships with internal and/or external customers by meeting or exceeding their requirements and expectations. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization may exist. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to adapt and learn new techniques and processes under constantly changing competitive marketing demands. Ability to communicate well, both verbally and in writing, with all levels of the organization.

Computer Skills:

To perform this job successfully, an individual must have proficient working knowledge in Microsoft Office Suite.

Certificates and Licenses:

No certifications or licenses required.

Supervisory Responsibilities:

None

Work Conditions:

This is a remote based role with recurring travel to project locations. A highly collaborative environment that flourishes when individual and team contributions combine to achieve target goals and objectives. Multi-shift work may be required to accomplish work in active retail locations to meet aggressive schedules. Able to work remotely in a home office setting and manage time effectively with multiple projects and deadlines. Travel required (10-50%) on an as needed basis up to and including weekly site visits. Regularly required to sit; occasionally required to stand; walk; occasionally lift and/or move up to 15 pounds.

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.