



## PROJECT MANAGEMENT Intern Needed

**Pinnacle Construction & Development Group, Inc.**, a dynamic growing General Contractor, has immediate need for a qualified Project Management Intern in **Columbus, Ohio** from May 10, 2021 to September 3, 2021.

Our company works extensively with federal government agencies, including NASA, the General Services Administration, the U.S. Army Corps of Engineers, NAVFAC, as well as state and local government agencies. We specialize in unique, complex, and safety-critical projects and take great pride in delivering a quality product on time and within budget.

### **GENERAL:**

This internship position in **Columbus, Ohio** will be responsible for assisting the operations department within the company with their daily tasks as well as learning the overall elements of the general contracting /construction industry.

### **EDUCATION AND EXPERIENCE:**

Students must be enrolled in a college or university pursuing a Bachelor of Science in Civil Engineering, Civil Engineering Technology or Construction Management. Proficient PC skills including a proficiency in various software used such as Excel, Primavera, Procore, Foundation. Must be able to understand and communicate effectively with job site supervisors and fellow employees.

### **DUTIES:**

- Observing and /or interacting with various professionals related to the construction field including owners, architects, subcontractors, and vendors.
- Attending staff and /or project meetings on a weekly basis and any appropriate management or coordination meetings.
- Completing, updating, and distributing project management communications of various types such as contracts, purchase orders, safety inspections, material and labor logs, inventory, and meeting minutes.
- Assisting with the overall project management / supervision responsibilities including, account management, billing, scheduling, estimating, budgeting and coordination of subcontractors and vendors.
- Assist in warranty and maintenance calls.

### **WORK EXPERIENCE TOOLS / REQUIREMENTS:**

- Excellent written and verbal communication skills.
- Work with others as a team player.
- Organized with strong technical and problem-solving skills.
- Ability to interface with owners, subcontractors, suppliers, and designers.
- Computer proficiency in the Windows environment.

**WORK ENVIRONMENT:** The work environment characteristics described below are representative of those that a Project Management Intern encounters while performing the essential functions of this job.

- Work is performed outdoors in all weather conditions as required.
- Work environment periodically exposes the employees to high levels of noise, grease, and dust that is typically associated with a construction project.
- Employee could work near heavy equipment and moving machinery.
- Work may involve a variety of substances commonly found on construction sites such as form oil, grease, curing compounds, gasoline, diesel fuel, and ready mixed concrete.

In conclusion, this project management intern would be stationed at our construction field office located at the Defense Supply Center – Columbus, 401 North Yearling Road, Columbus, Ohio 43213. The candidate should be enthusiastic, team oriented, and display a high level of initiative. Due to the large amount of interaction with owners, subcontractors, suppliers, and designers, the candidate should also possess excellent interpersonal communication skills, both written and verbal. Candidates should be flexible for travel to different job sites.

Candidates joining the Pinnacle team will be receiving an hourly rate of pay as well as a dynamic, exciting, and rewarding work environment. Pinnacle is proud to say they provide consistent work for their Project Management Interns. Candidates should submit resume /qualifications to Craig Nieset at [cnieset@pinnacleconstruction.bz](mailto:cnieset@pinnacleconstruction.bz)