

PROJECT COORDINATOR – INTERN

Position Description

This position reports to a Project Manager or senior staff member, and performs both technical and administrative functions to support team members in the field and in the office. The individual should be actively pursuing a degree (ideally in construction-related discipline)* with the individual's formal study complemented by on-the-job training under close supervision.

- Performs simple offsite materials observations, single family residence and simple commercial observations.
- Assists in report preparation, using Word and Excel; creates PDFs.
- Coordinates technical documents.
- Performs a wide variety of administrative functions and various other duties, including math checks.
- The position requires certain local travel.

Requirements: Knowledge and Skills

- Bachelor's degree or be actively pursuing a degree, ideally in a construction-related field* from an accredited university. *Consideration may be given to candidates in other disciplines.
- Knowledge of the construction administration process preferred.
- First-rate interpersonal and communication skills with ability to effectively interact at all levels within and external to the organization.
- Detail-oriented and solid organizational and multi-tasking skills with ability to work as part of a team to produce highest quality results.
- Excellent writing, mathematical, and grammatical skills, along with a highest proficiency in Microsoft Office (Excel, Word, etc.)
- Physical demands include sitting, standing, and may require walking considerable distances, climbing stairs/ladders, negotiating work areas under construction, including in diverse/inclement weather conditions.

This is an ideal opportunity for an individual who thrives in a fast-paced environment, strives to be a "Pivotal Resource", and wants to launch a career in the dynamic construction consulting field.

Please submit your application, resume, and cover letter at:

<http://fulcrum2019.wpengine.com/careers/employment-application/>.