



**JOB POSTING**

April 7, 2017

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[www.cometconst.com](http://www.cometconst.com)

**CONSTRUCTION PROJECT MANAGER INTERN / TRAINEE**

Equity Development Group, LLC  
dba Comet Construction  
6420 Congress Avenue  
Suite 1800  
Boca Raton, FL 33487

ABOUT US: Comet Construction is a **full-service provider of general contracting services** founded in 2006. We work diligently to build long-lasting relationships focusing on project safety, customer service and project execution. Our team brings a decade of industry experience in the following types of construction: Tenant improvement work, space subdividing and assembly, base building and civil work. Our clients include retail shops, shopping center owners, restaurants, medical clinics, banking institutions and groceries, among others.

We are seeking a highly motivated, hands-on **Project Management Intern / Trainee** to join our team located in Boca Raton, FL. This person will be responsible for assisting with project management activities pertaining to commercial construction work. The Intern / Trainee will be under the direct supervision of the Company's principal, qualifier and senior project managers. Each trainee will participate in a series of tasks in various departments. Rotations will include office and job site opportunities.

This program was designed for imminent graduates pursuing Construction, Engineering or Project Management degrees looking for ultimate employment in the construction industry. The Management Trainee will participate in an up-to a 24 month training program designed to provide a strong knowledge of all aspects of our business and industry with the purpose of preparing the individual for the area that best matches their interests, skills and abilities. Upon successful completion of the program, the Trainee will be offered a position that best matches their talents and individual goals. Compensation will be reviewed at 6 month increments.

**Responsibilities include, but are not limited to:**

- Provide collateral sales support
- Review project scopes, create schedules of values, assist with estimating
- Attend sales, pre-construction, kickoff and periodic meetings at jobsites
- Assist in job scheduling, create MS Project timelines
- Work with engineers and technicians, assist with RFI processing
- Coordinate change of plans and assist in the preparation of change orders
- Assist with the buyout of jobs (materials, subcontractors)
- Assist Project Managers managing subcontractors
- Communicate with customers on scope discrepancies, job issues, etc.
- Assist Project Managers with project closeout documentation



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**Qualifications:**

- Must be currently enrolled in a Construction Management, architectural or engineering program
- Pursuing Bachelor's Degree in Construction Management or related field. Applicant must have completed a minimum of 60 college credit hours to be considered.
- Strong time management and communication skills
- Excellent computer skills, especially in Microsoft Word, Excel, Outlook and MS Project
- Completion of a CAD course a plus

**Additional Information:**

- This is a short-term, part-time, flexible non-benefited position
- Opportunity available immediately to the right candidate
- The beginning pay rate is \$11.00 per hour

Job Type: Paid Trainee Internship

Comet Construction is a drug-free workplace and an affirmative action/Equal Opportunity Employer.