



Job Description

Paid Summer Internship in Construction Management
Full time or Part Time

This opportunity is a hands-on position in the Construction Management field, learning project management skills and duties. The person in this position will provide comprehensive support to Project Managers and Superintendents in every facet of a construction project.

Located in Miami, FL, current projects focus on historical preservation, tenant improvements, ground up construction, etc.

Project Manager Core Competency

A Project Manager is ultimately responsible for the entire project, from inception through closeout. A Project Manager exhibits great business judgment, natural instinct, strong organizational and multi-tasking skills, excellent problem-solving capabilities and the confidence to interface with the client and make executive decisions. Must be able to work in a fast paced, time sensitive and team environment.

Essential Functions

- Learn about estimating new projects, bid analysis, and subcontractor contracts and scopes of work.
- Learn about managing the project budget by controlling expenditures, coordinating owner and subcontractor billings, identifying work not covered by subcontractor, and ensuring successful office support related to overall cost and schedule.
- Learn how to build and maintain a construction schedule ensuring target milestones are achieved and reacting to jobsite environment to avoid delays
- Learn about Safety and Quality Control programs and how to coordinate actions to address problems.
- Learn how to review and process submittal data and shop drawings.
- Understand how to coordinate submittals, deliveries, etc. that affect the project schedule with the Superintendent.
- Monitor/review weekly and monthly status reports and weekly subcontractor meeting minutes, change orders, etc. to understand process.
- Understand change documents and change proposal requests for price review.
- Attend weekly construction meetings with architect and owner representatives to understand information required by owner, necessary progress reports and summaries, and how action plans from owner/architect meetings address all outstanding issues related to the project.
- Learn how to maintain RFI logs, and change request log.
- Learn how to create/review Pay Applications for accuracy and percent complete.



- Learn how to select subcontractors and coordinate daily work of subcontractors working on various phases of the project. Coordinate for punch list inspection and follow up to assure punch list is timely completed and notifications are processed.
- Learn how to field inspections and close-out permits

Education, Experience and Knowledge

- Applicant must be currently enrolled in Construction Management, Engineering, or related education program; no experience required, prior internships or work experience helpful but not required.
- Able to develop new skills and knowledge quickly.
- Demonstrate expanding knowledge of construction details and ability to understand and navigate construction plans and documents.
- Strong computer skills with proficiency in Microsoft Office software including Excel, Word and Project; Procore management Software is a plus.
- Possess good self-organizational and management skills, and strong verbal and written communication skills.
- Act in a manner of integrity that shows support for the company and its values, while maintaining constant focus on meeting/exceeding customer requirements and expectations.

Contact:

Gal Bensaadon

gal@reddoorconstruction.com

reddoorconstruction.com

Red Door Construction is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment regardless of and will not be discriminated against on the basis of gender, sexual orientation, gender identity, race, ethnicity, religion, age, veteran status, disability status, genetic information or any other protected category.