



Eric Reichert

Insulation & Construction, Inc.

1502 19TH AVE • SCOTTSBLUFF, NE 69361
PHONE: 308.633.3595 • FAX: 308.633.3594

Project Manager Internship

Application Deadline: May 10, 2018

Position: Part-time, Paid

Time-frame: 6/1/18-8/15/18

Email resume to kpierce@eric-inc.com

Description

Eric Reichert Insulation & Construction, Inc. is a general contracting firm that was established in 2006. Currently the company builds and manages new commercial projects ranging from \$250,000 to \$5,000,000. The company takes pride in it's high quality work and is searching for an intern who will provide a high quality performance in a fast-paced environment which could potentially transform to a full-time position.

The Project Manager is responsible for the overall direction, coordination, implementation, execution, and control of construction projects. Project manager will schedule daily and long term tasks to complete projects in a timely manner. Will oversee, organize, and direct construction crews while also working closely with architects and engineers. Manager will run reports, answer emails/phone calls, place orders, schedule deliveries, ensure safety regulations are in place and followed, and at times work with the construction crew.

Responsibilities

- Assist in planning and implementation of projects.
- Assist in delivering projects on-time, within scope and budget.
- Facilitate the definition of project scope, tasks, resource requirements and goals.
- Develop and maintain project plans, time-lines and documentation.
- Assist in coordinating internal and external resources.
- Assemble, provide direction and support project team.
- Assist in measuring project performance using appropriate systems, tools and techniques.
- Use appropriate techniques to manage changes in scope, schedule and costs.
- Assist in conducting project evaluation and assessment of results.

Requirements

- Working experience in the construction industry
- People management and leadership skills
- Knowledge of project management practices, techniques and tools
- Strong analytical, decision-making, and problem solving skills
- Advanced organizational skills, attention to detail and ability to multitask
- Excellent client-facing and interpersonal communication skills
- Experience with PM software and MS Office; Excel, Word