



Are you looking to step into the Construction Management industry with a great company? Are you nearing the end of your degree and seeking real, hands-on experience? NEIS Collective is looking for someone who is excited to learn, is detail-oriented, and is a problem solver. We are looking for a Summer 2024 intern who is seeking a great opportunity within a fast-paced construction environment.

The Project Manager Intern will assist our Project Managers with tasks related to our projects across Michigan. This hands-on position works alongside the key members of our Project Management Team in field coordination, logistics, order preparation, drawing review and document management as we execute and complete successful projects this summer.

To perform this job successfully, an individual must be able to perform the requirements listed below. These requirements are representative of the knowledge, skills, and/or ability required for this role.

#### Essential Job Functions:

- Establish/maintain order files and electronic files.
- Communicate via phone and email effectively to coordinate project tasks with stakeholders.
- Follow up with customers, vendors and/or installers to obtain status and/or necessary information and provide vital feedback to stakeholders.
- Perform fundamental paperwork duties as may be required to meet requirements of an order.
- Order, gather and send samples and documents related to construction projects.
- Prepare data and reports in Plangrid field software received from installers and/or gathered in the field to ensure completeness of required information.
- Develop necessary internal and external relationships to enhance customer experience.
- Travel to job sites to inspect work and participate in various meetings such as Trade Coordination meetings, Field Measurements, Company Presentations and installation Coordination meetings as required.
- Assist Project Managers in project management activities including but not limited to:
  - Order Entry
  - Submittals
  - Communication
  - Vendor Relations
  - Scheduling
  - Change Orders
  - Accounting
  - Jobsite Meetings
  - Close out Documentation
- Ability to manage multiple tasks, produce quality work, and consistently meet deadlines
- All employees are responsible for complying with company procedures and safety requirements including reviewing work area daily for potential safety and health hazards, reporting potential hazards to their supervisors as well as reporting any work-related injuries or illnesses to their supervisors as well.

Required:

- High School Diploma or equivalent.
- Current enrollment in Associate's degree or Bachelor's degree program in related field and/or practical work experience.
- Strong technical and organizational skills in addition to excellent written and verbal communication skills in a professional environment.
- Computer knowledge and efficiency, including Google and Microsoft Office products
- A high level of integrity, professionalism, dependability, enthusiasm, and ethical judgment.
- Ability to learn the specification and technical details of the products Haldeman-Homme, Inc distributes as well as those of our competition.
- Basic math/accounting skills
- Ability to maintain discretion and confidentiality at all times
- Ability to work in the Grand Rapids office during business hours.

Salary Range: \$20.00/hour

*Affirmative Action Equal Opportunity Employer/Drug-Free Workplace*