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# Example of Construction Intern Job Description

Our growing company is looking for a construction intern. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for construction intern

* Construction Inspection Intern
* Project management (public and private jobs)
* Spend time at our aggregates and asphalt plants to learn the fundamentals of production
* Communicate with clients and project resources (subcontractors, vendors, trades) and document discussions, outcomes and decisions
* Coordinate equipment procurement with purchasing department
* Support Request for Proposal (RFP) process
* Work with various internal and external teams while on job-site
* Assist in processing and managing all Construction Estimate Requests (CER's)
* Assist in publishing various construction reports
* Process and publish GC bidding analysis sheets

## Qualifications for construction intern

* Education – BS Student enrolled in an accredited Mechanical Engineering degree programr related discipline
* Must be enrolled in or a recent graduate with a degree or Construction Management or Civil Engineering, or related field degree program
* Can perform basic drafting tasks in Autodesk AutoCAD
* Managing minor construction and maintenance projects
* Assisting/observing management of major residential construction projects such as single family home construction
* Monitoring contractors and subcontractors during the construction cycle under the supervision of the assigned project manager