



# Example of Construction Intern Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of construction intern. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for construction intern

- You will participate in client assignments from beginning to end
- You will identify and communicate audit issues, technical matters and improvement opportunities with senior associates, managers and partners to resolve client issues discovered during the audit process
- You will maintain and comply with the highest degree of professional standards, client confidentiality and personal conduct
- You are working towards a Bachelor's or Master's degree in Accounting, Math or related quantitative field (Business, Mathematics, Economics or Construction Management)
- You have advanced Excel skills and basic Microsoft Office Suite skills
- Knowledge of the construction industry preferred
- Shadows employees within assigned department to learn needed skills for industry
- Assists with filing and copying as needed
- Primary responsibility will be to help the engineering department oversee engineering due diligence as deemed necessary by the Senior Engineer
- Preparing requisitions for materials and services to be purchased in the field or home office

## Qualifications for construction intern

- Candidate must possess professional characteristics for conduct and be

- Ability to learn and adapt to computer based programs and databases
- Candidate with previous exposure to Dept
- Currently enrolled in a 4 year undergraduate degree program
- Long hours, nights, travel overnights and weekends may be required