



## **TURNER GROUP CONSTRUCTION**

### **JOB DESCRIPTION: Administrative Project Assistant Intern**

#### **RESPONSIBILITIES:**

The **Administrative Project Assistant Intern** is responsible for assisting their assigned Project Manager in the planning, management direction, project completion, client satisfaction, and financial outcome of assigned construction projects. The ideal candidate will be required to assist their assigned Project Manager and Project Engineer in coordinating specific aspects of the projects such as, but not limited to:

- Daily Timesheets / Cost tracking for sequential costing in Construction Management Software
- Updates To Project Schedule
- Assist with Requests for Information (RFI), Submittal, and Change Order Maintenance Logs
- Assist with Daily Contract Report Collection
- Data Entry as Needed
- Meeting Minutes and Documentation (Safety Tailgate Meetings)
- Filing
- Document Control via Electronic Folders, Binders, and Software

The candidate will work with their assigned project manager and project engineer to help achieve their respective project management objectives. This position reports directly to the Office Manager.

#### **MINIMUM REQUIREMENTS:**

- High School or College Student (minimum age of 17) working toward Construction/Construction Management degree/credits.
- Interest in Construction field and minimum of 2 years work experience within the construction industry preferred.
- Proven ability to manage multiple projects/activities in a dynamic fast pace environment.
- Superior communication and organization development skills.
- Strong interpersonal skills and ability to work with and manage cross-functional teams.
- Experience with Microsoft Office.
- OSHA Certification preferred
- Project Scheduling Experience
- Document Control Experience