



## **Position Description: Construction Management Internship**

### ***About Orion Construction***

Orion Construction is a general contracting and construction management firm headquartered in Grand Rapids, MI. We pride ourselves on our ability to represent the best interests of our clients and work collaboratively with architects, engineers, municipal officials and other construction professionals to deliver high quality, value-added construction projects.

Our internship program focuses on attracting and developing the best talent for young and aspiring students in the field of construction management. The program runs for 12-14 weeks and provides a comprehensive mix of insight and exposure to construction management roles including Estimating, Project Management and Field Supervision. Qualified candidates will perform a variety of tasks relating to day-to-day operations in the office and on the job site.

### **Duties and Responsibilities include (but are not limited to):**

- Assist with preconstruction activities, scope of work, cost estimates, etc.
- Review and interpret drawings, plans, and other construction specifications
- Work with senior management, project managers, sub-contractors, and design professionals
- Develop and maintain schedules; provide thorough daily and weekly reporting
- Monitor and evaluate performance; participate in subcontractor and safety meetings
- Follow and advocate company standards and work proactively with Orion Construction team
- Provide materials and execute assigned tasks in a complete and timely manner

### **Qualifications and Requirements**

A genuine interest in the construction industry

Demonstrated ability to communicate and influence supervisors, peers, and external partners

Currently enrolled or recent graduate in Construction Management or related coursework

Proficient in Microsoft Project, Word, Excel, and other Construction-based software

Excellent oral and written communication and interpersonal skills

Resourceful with strong problem solving and troubleshooting skills

Ability to work independently as well as a collaborative partner on a team

Highly organized and detail oriented; able to prioritize and multi-task

**\*Please submit your resume and project portfolio/list when applying for this position**

Orion Construction is an Equal Opportunity Employer (EOE). Qualified applications will receive consideration for employment.