

Highmark Builders is seeking an enthusiastic **Project Management Intern** that will learn how to move custom home builds and remodels from start to finish.

If you desire a future career in project management and construction, this role is for you!

This is a paid internship

Summary

Highmark Builders provides high-quality custom home build and remodeling services. From our design team to our carpenters, everyone is dedicated to executing the highest level of craftsmanship in our industry.

This individual will support the Project Manager and estimator through all their work on various jobs.

Job Responsibilities:

- Plan Review
- Take-offs
- Sub and Supplier Bid-Review
- Bid Solicitation
- Updating the project management software - Buildertrend
- Meeting support (notes and agendas)
- Permit applications
- Sub/Supplier Communication
- Small/Special Projects Management

Qualifications:

- Seeking degree in Project Management, Construction Management or Civil Engineering
- On site construction experience preferred