

Intern – Project Mgmt. Assistant:

We are seeking an intern who is interested in working as a project management assistant. This person will need to be ready to assist with many projects and have the ability to multi-task. You must be organized and will work on a wide variety of construction projects including residential and commercial. In this position, you will help with budgets, permitting, site tracking for clients and many other administrative tasks. You will also be required to travel on some occasions, so self-transportation is a must.

US work authorization (Required)

Job Responsibilities Include:

- Assist with overseeing all projects - residential and commercial
- Help manage and create project budgets
- Work directly with accounting on monthly billings
- Organize as needed each project, including help set up new ones
- Understand and be able to communicate with subcontractors: contracts, insurances, purchase orders, supply orders
- Excellent note taking with clients and designers in meetings
- Ability to work up to 3 days per week - no weekends
- This is a paid internship. Salary will be based on experience or skills
- Dress code is casual, unless meeting with clients
- Please email all correspondence to Contact@RefinedBuildersLLC.com with your information including your contact number/email.