

Dawson

Project Management Internship

Location	Bellingham, WA
Employer	Dawson Construction, LLC
Employment Type	Internship
Position Start	Summer Quarter
Compensation	DOE
Position Description	<p>Interns at Dawson Construction are paired with a Project Manager that they work closely with for the duration of their internship.</p> <p>Activities may include:</p> <ul style="list-style-type: none">○ Assisting with bidding including conducting material take-offs and soliciting quotes from subcontractors and suppliers○ Reviewing shop drawings and submittals○ Assisting with RFIs, COPs and submittals○ Assisting with change orders○ Assisting with building and updating project schedules○ Maintaining and distributing current project plans and specifications○ Providing technical and onsite support to Project Manager and Project Superintendent○ Collecting and processing purchase orders○ Assisting with ordering materials and supplies○ Assisting with permitting issues○ Coordinating jobsites meetings and keeping minutes○ Other duties as assigned
Qualifications	<p>Required:</p> <ul style="list-style-type: none">○ Ideal candidates are incoming juniors or seniors, currently enrolled in a 4-year institution majoring in engineering, construction management, safety, finance or accounting.○ Able to maintain a good attendance record○ Demonstrated competence in Microsoft Office Suite (Outlook, Excel and Word)
To Apply	<p>Send completed application, resume and cover letter to careers@dawson.com, or mail to:</p> <p>Human Resources Dept. Dawson Construction, Inc. P.O. Box 30920 Bellingham, WA 98228</p>

Dawson Construction, Inc. is an Equal Opportunity and Affirmative Action Employer. Minorities, Females, Individuals with Disabilities & Veterans are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

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