INTERNSHIP/JOB OPPORTUNITY

Posting ID: 1030116
Company: Anning-Johnson Company
Job Title: Intern
Position Type: Part-Time Internship
College Major(s): Construction Management

Company Website: http://anningjohnson.com/
Work Location: Las Vegas, NV
Salary: Flexible
College Level(s): Open

OVERVIEW
An internship or Co_op at Anning-Johnson Company means being an assistant to our construction project managers and estimators. Below you will find the duties and skills you will become familiar with while working with our project managers and estimators. In particular, the areas an intern would be working in are as follows:

- Quantity Survey - Working on drawings to determine quantities of various components so they can be further broken down to create a complete estimate.
- Office Setup Procedures - Understanding the required procedures ensuring proper jobsite set-up and maximizing efficiency throughout construction.
- Office Support During Construction - Assist Project Manager and field personnel by analyzing changes and support field by verifying information.

Job Description
- Build relationships with contractors or developers who are responsible for awarding contracts in our specialty trades.
- Competitively bid potential projects:
  - Quantity surveys (takeoffs)
  - Estimate using component system breakdown of material and labor
- Follow-up and close contracts:
  - Maintain contact with clients after bid to maximize our opportunity to be assigned a contract
  - Negotiate outstanding proposals into acceptable contracts
- Project manage jobs under contract to maximize profits:
  - Set-up projects within our corporate system
  - Complete office set up procedures including:
    - Pre-Planning Projects
    - Material/Stocking Schedules
    - Sample Submittals
    - Labor Breakdowns
    - Billing Breakdowns
    - Progress Schedules
    - Maintain contact with field and client throughout construction process:
    - Monitor Job Progress and Schedules
    - Quote and Negotiate Extras
- Be available for field personnel questions/jobsite visits, if required
- Close-out contract with owner
- Closeout contract with corporate office

Advantages
There are plenty of great reasons to work at Anning-Johnson Company. Here are just a few:

Anning-Johnson Company is employee-owned. After one year, you too will be able to buy stock and become an owner
You will learn from some of the top people in the industry and work with notable clients and owners
We offer competitive wages and great benefits
You’ll begin your career with a high level of responsibility - more than most companies in the industry
You’ll get real life experience from day one. No coffee duty

To Apply
Email your resume to: kprice@anningjohnson.com