OVERVIEW

Performance Contracting Group is one of the leading specialty contractors in the United States. Our employees are the lifeblood of our company. The foundation of our culture is truly living by our core values every day through our employee-owners. PCG’s key to success is developing and maintaining a strong performance-driven corporate culture that inspires our employees to achieve greatness.

Roles and Responsibilities
PCI is seeking a Project Assistant Intern for its Las Vegas Interior operations based in Henderson, NV. This individual will be responsible for the following duties:

- Assist with the preparation of bid analysis and review
- Attend pre-bid walk-throughs
- Create and manage punch lists
- Assist with the preparation RFI’s and submittals
- Assist with labor control on assigned projects
- Assist in preparation of quantity take-offs for material ordering
- Maintain accurate and timely project documentation and correspondence
- Track and cost value material handling

Education and Qualifications
Must be a currently enrolled student seeking a Construction Management, Construction Engineering or comparable degree
Proficient skills in Microsoft Excel & Microsoft Word
A clear understanding of how to read and understand specifications and drawings
Good communication skills
Motivated self-starter willing to take initiative
Demonstrated strong work ethic through internship or labor experience in the field
Positive attitude and ability to work in team environment
Work well under pressure and deadline
Ability to learn new job skills by engaging in the technical aspects of the job and applying new skills as they are taught.

How to Apply
https://campus-pcg.icims.com/jobs/1646/project-assistant-intern---part-time/job