EMG is seeking an energetic, hands-on, highly motivated High School grad or College Student undergraduate who is interested in an internship to help with administrative duties in our Architectural & Engineering Consulting (A&E) Department for the Construction Services department. Hours are 8am – 5pm, 40 hours total per week. Position can be fully remote from any location with high speed wi-fi.

The Construction Services department provides Pre-Construction Document and Budget reviews (HUD and non HUD) and Construction Monitoring services for numerous lenders on multi-million dollar construction projects.

**Roles and Responsibilities**

- Must have excellent Excel, Word, and Outlook skills
- Understanding of various uploading and downloading procedures, and enough internet speed to accommodate large files.
- Other duties as assigned.
- Protects operations by keeping company information confidential.
- Deliver outstanding customer service through timely response and proactive solutions to client’s needs. Protect operations by keeping information and plans confidential.
- Demonstrates EMG’s guiding principles in support of the company’s strategic goals. Follows all documented policies, Standard Operating Procedures, and Work Instructions applicable to the position and support of EMG’s quality standards.

**Education and Qualifications**

High school or some college. Preferable seeking degree in Architectural, Engineering or Environmental field. General work experience; working knowledge of Microsoft Word, Excel
and Internet research. Excellent verbal and written communication skills; ability to work independently; good attention to detail and deadlines; excellent time management skills, including ability to handle multiple priorities in a fast-paced environment; excellent problem solving skills; adaptable to varying internal and external environments; energetic and positive with a can do attitude.

Preferred Skills

How to Apply