

# Job Description

## Project Intern

### Main Goal

Assist the Project Manager, Assistant Project Manager, Superintendent, and Project Engineer in processing information and conducting all clerical duties at the jobsite level as required.

### Responsibilities, Authorities, and Key Result Areas

- Input time sheet information into the Timberline system daily from information provided by the Superintendent. Verify all information has been entered correctly and confirm this fact with the Superintendent prior to sending to the Corporate Office.
- Prepare and process Purchase Orders from information provided by the Project Manager or Superintendent. Transmit the Purchase Orders to the corporate office and the appropriate contractor.
- Process reports required by the Corporate Office from with information provided by the Project Manager or Superintendent
- Maintain accurate reports and forms as required by this manual and as directed by the Project Manager.
- In the absence of the Project Engineer, the Project Intern shall inventory all deliveries to assure that they conform to orders placed and that the quantities and prices charged are consistent with the terms of purchase.
- Responsible for setting up and maintaining a neat and efficient filing system.
- Responsible for the maintenance of a neat orderly field office.
- Typing of all field correspondence.
- Further education by observing all phases of construction. Assist with posting jobsite As-Builts.
- Improve ability to read and interpret the plans and specifications.

**Reports to:** Project Manager/Project Engineer

**Qualifications:** Enrollment in program for Construction related Degree.

- Neatness in work.

- Basic computer, spelling and writing skills.
- Enrollment in program for Construction related Degree.

## **For Employment Consideration**

Please forward your resume and cover letter via email or mail to:

Email: [CMonteverde@HarrisConstruction.com](mailto:CMonteverde@HarrisConstruction.com)

Mail:

Catherine Monteverde, Director of Human Resources  
Harris Construction Co., Inc.  
5286 East Home Avenue  
Fresno, CA 93727-1964

### **Equal Opportunity Employer**

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