TO: W.W. Clyde & Co. Employees
FROM: Human Resource Dept.
DATE: January 11, 2016
SUBJECT: Position Posting

POSITION AVAILABLE: CONSTRUCTION INTERN

POSSIBLE LOCATIONS: Utah

DUTIES: Each intern will go through a structured mentoring program and will be assigned a mentor. Interns will be assigned various roles throughout the company. Interns assist project managers and senior project managers in: planning and reviewing quality take-offs, setting up project estimates, field measurement for budgeting and billing, picking-up plans and specifications, as well as traffic control Computer Aided Design (CAD) drawings. Input job data into estimating software. Data entry; track supply quantities for billing purposes. Other duties as assigned.

QUALIFICATIONS: Each applicant must be at least a sophomore in a construction management or civil engineering program. Applicants should also be mobile and willing to temporarily relocate for the duration of the internship. Applicants should demonstrate a high level of leadership ability. Must have an intermediate knowledge of construction industry, good public relations and communication skills, good organizational skills, and the ability to work under pressure, deal with budgets, and tight project schedules. Must have proficient Microsoft Office skills.

POSTING CLOSES: February 29, 2016

*Employees are required to speak with their immediate manager before applying for any open positions.

Apply online at wwclyde.net and SUBMIT A RESUME with your application.

W.W. Clyde and Co. is an “Equal Employment Opportunity/Affirmative Action” Employer

Posting Code: 2110163