

PROJECT MANAGER INTERN – NATIONAL DIVISION

ROLE AND RESPONSIBILITIES

The Project Manager Intern reports to the National Operations Manager and is responsible for supporting one or multiple Project Managers in our National Division. This position is based at our headquarters in Bloomington, MN, with occasional travel to project jobsites, and guarantees 20 hours per week with the possibility of additional hours based on work load.

- Prepares, processes, and maintains files, correspondence, schedules, reports, and billings.
- Develops and maintains good relationships with customers and project staff at all points of the project.
- Assists in the planning of the project through purchasing, engineering, subletting and installation.
- Completes submittals and close outs for projects.
- Works with Project General Foremen located at remote project locations.

EDUCATION REQUIREMENTS AND QUALIFICATIONS

- High school diploma or equivalent.
- Pursuing degree in electrical construction, construction management, electrical engineering or similar discipline preferred.
- Proficient in Bluebeam and Microsoft Office.
- Positive attitude with desire to learn new things.
- Excellent oral and written communication skills.
- Ability to meet daily deadlines.
- Strong attention to detail and problem solving skills.
- Self-starter and able to work independently and in team environment.
- May have the opportunity to travel to national job sites.

PHYSICAL REQUIREMENTS

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, filing cabinets, photocopiers and fax machines.
- This job may occasionally operate at job sites, be exposed to hazards typical of a construction site, and may require close toe shoes or work boots, hard hat, high visibility vest, eye protection and gloves.
- Employees are frequently required to sit, and occasionally required to kneel, reach, stoop, crouch or crawl.
- This position requires the ability to lift files, open file cabinets, and bend or stand as necessary.
- This position may occasionally lift up to 10 pounds.

HUNT ELECTRIC CORPORATION INTERNSHIPS

Hunt Electric Corporation, an electrical contractor based in Bloomington, Minnesota has a number of paid internship opportunities to gain hands on experience within the electrical construction industry. We are a national design build electrical contracting firm grounded in the simple, powerful concept of performing efficient, quality work. Our loyalty is to our clients and our communities in more than 40 states. All of our Internships have the possibility to move into full-time positions.