



POOLE ANDERSON INTERNSHIP

We are seeking construction interns who are interested in a hands-on experience learning from and working for a Mid-Atlantic Construction Company that specializes in General Contracting, Construction Management and Design Build Construction in diverse market sectors. Opportunities exist within our preconstruction and operations departments. If you enjoy a team atmosphere, have a strong drive to achieve results, the ability to solve problems technically and creatively, and a dedication to client service and relationship management, we invite you to join us.

You will be paired with a Project Executive Mentor and Project team(s) – Project Manager, Superintendent and Project Engineer.

RESPONSIBILITIES (PROJECT AND WORKLOAD DEPENDENT)

- Learn and support project cost and schedule development, management, control and reporting.
- Learn and support project Safety and Quality Control programs and how to coordinate actions to address challenges. Learn our Do It Right the First Time (DRIFT) philosophy and utilize company technology to perform critical inspections with the project team.
- Learn and support our LEAN construction processes on projects.
- Learn about company procedures, the correspondence process and etc.
- Learn and support the submittal and shop drawing review and processing process.
- Learn how to coordinate submittals, deliveries, etc. that affect the project schedule.
- Attend weekly trade contractor meetings to understand process.
- Learn the change management process and what drives changes on a project.
- Attend Owner/Architect/Contractor (OAC) Meetings with the Poole Anderson team to learn about information required to collaborate and execute the project.
- Learn about changes, clarifications, directives, RFIs, etc. are updated on “as-built” plans and coordinate with company supervision and subcontractors/suppliers.
- Train on and support the Request for Information (RFI) process.
- Learn and support the closeout process including the punchlist, O&M, Warranty and As-Build processes.



QUALIFICATIONS

- Currently enrolled in a Construction Management, Engineering, or related educational program
- Prior internships or work experience helpful but not required.
- Able to develop new skills and knowledge quickly.
- Able to work 40 hours a week, or a designed work week to fit with academic obligations.
- Able to learn software systems including but not limited to Microsoft Office suite, Procore, BlueBeam,
- Participate in training, seminars, project and internal company meetings, etc.
- Demonstrate expanding knowledge of construction details in all phases of construction.
- Possess good self-organizational and management skills, and strong verbal and written communication skills.

Apply today by submitting your resume and cover letter to skyle@pooleanderson.com.



ABOUT POOLE ANDERSON

Poole Anderson is a 98-year-old construction company with an excellent reputation for providing General Contracting, Design-Build and Construction Management services in the Higher Ed, Healthcare, Senior Living, Sports Venue, Hospitality, Retail, Industrial and Institutional markets.

We proudly continue the legacy of our founders by maintaining highly-skilled craftsmen and management personnel devoted to solving the construction challenges of our clients with experience, expertise and innovation.

CAREERS

Integrity and honesty are the cornerstones of Poole Anderson's success. The entire staff, from our corporate office to the on-site construction team, do everything possible to deliver quality projects in a professional work environment.

At Poole Anderson, you'll find that our team of dedicated and highly-skilled professionals are an essential element to our success. We are seeking highly motivated, career-minded individuals willing to go the extra mile to meet our customers' needs.

EMPLOYEE BENEFITS & PERKS

- Comprehensive Benefits Package
- Competitive Wages
- Family-Oriented Company
- Growing Industry
- Job Security
- Advancement Opportunities

Poole Anderson is an EOE / Affirmative Action employer with a strong commitment to environmental awareness and a drug-free workplace.