



Tracey Mechanical, Inc. is a mechanical contractor servicing the greater Philadelphia area in the HVAC, plumbing, and med gas industry. We are located at 8 Campus Blvd., Newtown Square, Pennsylvania. Our projects include high rise office building, condos, hotels, universities, and hospitals.

ASSISTANT TO THE PROJECT MANAGEMENT TEAM (INTERN)

Job Duties include, but are not limited to:

- Preparing submittals, RFI's, organizing construction documents and drawings
- Setting up files for new projects

Job Requirements:

- Enrolled in an accredited Architectural Engineering or Mechanical Engineering bachelor's degree program
- Experience with Microsoft Office software systems particularly Word, Excel, Outlook, and PowerPoint
- Familiar with AutoCAD and REVIT

To Apply:

Interested candidates should send resume and cover letter to Dan Stickley, Superintendent, at dstickley@traceymechnical.com