



Intern – Projects & Estimating

General Contractor & Real Estate Broker is seeking a part-time paid intern that is highly motivated and dynamic with a strong commitment to outstanding work ethic. If you are a self-starter, comfortable prioritizing many daily tasks, and delivering a superior customer experience, you may be the right fit!

This role is based in Tustin, CA. You must be willing to travel up to 15% of the time throughout Southern California.

POSITION RESPONSIBILITIES AND DUTIES:

- Set up the new estimating projects in BidMail, identify the subcontractors to bid projects based on the type and size of the project
- Make follow-up calls with the subcontractors on the bid list and confirm yes/no on bidding the project
- Receive and review subcontractor bids for completeness
- Help in the development of subcontractor scopes of work
- Work directly with the superintendents in receiving and developing RFI's to the project architect
- Receive and process subcontractor submittals
- Participate in the BIM coordination of the MEP systems
- Coordinate the close out documents
- Set up and maintain the RFI and submittal logs
- Support the Project Manager and Project Engineer in maintaining job files
- Assist marketing in the development of cost proposals including the use of Blue Beam in assembling the cost proposal
- Assist Development, management, and other departments with projects as needed
- Able to take direction from multiple people and prioritize responsibilities
- Ability to travel locally, proof of CA driver's license, driving record, insurance and registration
- Filing for all our corporate files and vendor files
- Perform other duties assigned

* May be called upon request to assist with special projects and assume responsibility of the project.

OBJECTIVE AND GOALS TO MEASURE PERFORMANCE:

- Overall organization and operations of each project
- Completeness of work assigned including estimating packages and estimates
- Proficiency in the maintaining an accurate database and submittal logs

KNOWLEDGE, SKILLS & ABILITIES

- You are a self-starter with strong analytical, mathematical skills, and proficient in technology including all Microsoft office apps, BIM modeling software, Suretrak, and BidMail
- Strong verbal and written communication skills with a personable attitude including superior customer service skills and a positive can-do attitude



- Ability to retain a lot information, and able to manage several projects at once ranging in size and complexity
- Ability to remain calm and pleasant under stressful situations
- Must be able to read and interpret blueprints and maintain as built-drawings
- Must be available to work part-time during regular office hours, Monday to Friday from 8:30 am - 5:00 pm
- Salary: \$13.00 - \$15.00 /hour

REQUIRED QUALIFICATIONS

- Completing a Bachelor's Degree in Construction Management, Engineering, or equivalent required from an accredited university.