Project Coordinator Intern, Greensboro, NC

**Position Description:** The project coordinator will report directly to the Project Manager on one or more of our active construction projects and will be brought into the preconstruction/estimating department to assist as needed. The coordinator will be exposed to project management processes and controls, especially those required to manage requests for information, project submittals, project correspondence, etc.

The coordinator position may also interface with the preconstruction/estimating department to communicate between bidding subcontractors and project estimate teams with respect to lump sum projects. He/she will help develop scope packages and help prepare bid documents on negotiated and/or CM at Risk projects. The successful applicant will be able to adapt quickly to a fast-paced work environment.

Applicants with an undergraduate engineering, construction, or otherwise technical track are preferred. Minimum GPA requirement: 3.0