INTERNSHIP

An established design construction company located in Glendale, California, Ian Thomas Group seeks creative, ambitious and industrious individuals with an appetite for challenging work who have keen problem solving abilities for unique and complex projects, as well as the ability to lead work and coordinate with different entities in large projects over extensive periods of time. Candidates must have excellent verbal and written communication skills.

Positions Available:
• Part or Full Time Intern for Project Managers

Rate:
• Non-Pay; Internship Credit
• Potential Hiring Post Internship

Duties:
• Preparing construction and bidding documents
• Preparing and sending invitations to bids
• Coordinating outreach programs
• Point of communication with subcontractors, owners and architects
• Delivery of time sensitive documents and plans
• Participating in on-site construction progress meetings
• Scheduling meetings
• Receiving, reviewing and distributing submittals
• Creating and updating submittal, RFC and COP logs
• Composing and emailing RFCs for multiple projects
• Supporting office project managers and supervisors as needed

Software Skills Desired:
• Adobe Photoshop, Illustrator and InDesign
• Microsoft Office
• Microsoft Project
• AutoCAD/Rhino

Email resumes to: info@ianthomasinc.com