



7 Division Street 6th Floor
New York, NY 10002
646-893-2868
max.lee@ptsinspections.com

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Part-Time Paid Internship Posting

Project Tactical Solutions, LLC (“PTS”) is a Special Inspections / A/E Firm in New York City. Our team is made up of qualified professional engineers. Our scope of services include the following disciplines: Architectural, Mechanical, Electrical, Fire Protection, Structural and Energy Code. Our workplace is a dynamic and rewarding place, and we are searching for candidates that have the ability to multitask, and possess a working knowledge of industry standard computer software, AutoCAD, and MS Office. We believe the employees of PTS to be one of its most valuable resources and each employee contributes to the success and growth of our company.

The responsibilities of this position include, but not limited to:

- Assist with phases of planning and design projects in a multi-discipline environment
- Assist project manager and other team leaders in the planning, organization, and administration of projects
- Assist with the production of construction details and drawings using AutoCAD.
- Works independently to apply building code provisions and design procedures
- May be required to perform field inspections, measurements or calculations

Minimum Requirements

- Currently pursuing a degree in Architecture or Engineering

Preferred Qualifications

- Proficient with use of AutoCAD drafting software and related skills
- Capable of using spreadsheet, word processing and standard office software
- Knowledge and interest in the architectural/engineering field
- Must be able to work a minimum of 10 hours per week

Interested candidates please email your resume to Gerry Leong at gerry.leong@ptsinspections.com.