

Project Management Intern

At Cumming Group, you will work on some of the world's most exciting projects in a dynamic environment where your success is measured by the impact you make. We are one of the fastest-growing project and cost management consultancies in the United States, as reflected in our top 10 rankings in ENR. With over 60 offices globally, an extremely diverse project portfolio, and double-digit year-over-year revenue growth, the opportunities to make your mark are limitless!

We are currently looking for Project Management Interns to be based out of our various offices across the nation! **Please specify which location you are most interested in (New York, NY; Westport, CT, Cranford, NJ).**

Essential Duties & Responsibilities:

- Formulate the design, bid, and construction phase scheduling for the client.
- Review deliverables prepared by team before passing to client.
- Define and establish project scope of work and develop overall project budgets.
- Prepare for engagement reviews and quality assurance procedures.
- Provide update/status reporting for work in progress including costs and schedules.
- Devise bidding strategies including bid packaging and encouraging contractors to participate in the bid process.
- Administer the construction contracts.
- Conduct close out activities and assist with building occupancy.

Knowledge & Skills Preferred:

- Pursuing a BA/BS degree in Construction Management, Engineering, or closely related field.
- Desire to pursue a career in project management.
- Proficient in Microsoft Excel.
- Self-directed with high integrity – takes pride in work.
- Demonstrates good written and oral communications and team skills.

Pay Rate: \$25-\$30/hour (depending on experience)

Cumming Group provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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