



## PROJECT ENGINEER INTERN

### Description of the job

East Coast Technologies' is searching for a Project Engineer Intern to assist project teams in the bidding and completion of construction projects in the United States and overseas. This is an interim entry-level position and will respond to the Senior Project Manager of the company.

It is a paid position where wages are based on experience while specific on-the-job training will be provided. The working hours are flexible for students to accommodate with school curriculum. A career path is open for a permanent position as a Project Engineer within the company.

After this experience, the student will be able to acquire skills needed to manage complex projects in the U.S. and overseas, obtain a security clearance, travel and obtain other benefits.

### Responsibilities and duties

The specific functions of the job are:

- Review and study design documents, drawings and specifications, for takeoffs and estimates of construction projects.
- Assist the project managers to understand the scope of work and pricing of bids and preparing budgets for the new projects.
- Assist the project managers with the research for suppliers and obtaining quotes for new projects and bid / solicitations.
- Prepare CPM schedules for bids and current projects.
- Work with the project managers on deliverables for the ongoing design/build projects. Deliverables such as schedules, budget, as- built drawings, QC, and safety plan.
- Assist key managers on project progress updates, review and document controls of QC reports, request of information (RFI), and safety reports.
- Develop skills in planning and coordinating construction and engineering projects in the United States and Overseas.
- Work with the team in evaluating problems and alternatives of solutions in different projects.



## Skills needed for the job

- Student in progress toward a 4-year college degree of a mechanic or electric engineer career.
- Ability to read drawings.
- Proficiency in Microsoft Office is required.
- General knowledge of scheduling and estimating cost techniques.
- Knowledge of MS Project or Primavera software is a plus, not a must.
- Knowledge of AutoCAD is a plus.
- Strong verbal and written communication skills
- Ability to work within different cultures and to adapt to different work environments.

## Work Hours & Benefits (Part Time Position)

- 40 hours a month.
- Observance of Federal Holidays
- Negotiable salary according to the experience and credentials of the candidate.

## About East Coast Technologies

East Coast Technologies is a family-owned business founded in 2010 with the purpose to serve the mission of the Bureau of Building Operations (OBO) for American Embassies and Consulates overseas. Since its inception, East Coast Technologies has performed work directly and on a consulting basis for several general contractors holding US Department of State 5-year indefinite-delivery indefinite-quantity worldwide construction contracts. Currently we hold contracts in the United States, Europe and Latin America.

## Application Process

1. Send the resume to [nohora@eastcoasttechnologies.com](mailto:nohora@eastcoasttechnologies.com)
2. Within a week, you should receive an email confirming your application is under review and will set up an interview with you. If this does not occur, please call +1 667-272-3035 for an update.

One week after your interview, we will email you a final determination confirming our intent to hire or declining your application