

JOB DESCRIPTION



JOB TITLE	SkillBridge Construction Field Internship	STATUS	
		LOCATION	NJ or PA
FLSA	Unpaid Trainee	HOURS	Full-Time Temporary
REPORTS TO	Field Operations or Project Management Department Pending Assignment		

WHO WE ARE

We're an entrepreneur, fast-growing team of project managers, estimators, superintendents, safety and administrative support personnel. As leaders in quality construction management, we're committed to providing impeccable service to our clients, a safe work environment for our team, and an opportunity for our employees and interns to grow and enjoy the benefits of work/life balance. Here at ALLY, we cultivate a collaborative environment that values tenacity, attention to detail, and comradery. Since outstanding customer service is our best product, we strive to build long-lasting relationships with our entire customer base.

POSITION SUMMARY

ALLY is looking for an enthusiastic individual(s) interested in assessing customer service expectations and ensuring delivery of contractual services by applying expertise in engineering and construction management as an Intern working with our Project Team. This internship position will be responsible for assisting the various departments with their daily tasks, as well as, learning the overall elements of the general contracting construction industry.

Well suited for analytical and critical thinkers who can apply logic and theories to problems, this role requires having patience to find resolutions to complex issues, provides a great opportunity to develop construction leadership expertise, leverage technology to increase efficiency and effectiveness, participate in a broad range of project planning and coordination duties, bring value by learning from project team members and sharing your expertise with the project team. As a team member for the construction project team, responsibilities will include assisting with the allocation of project resources, establishing subcontract agreements, and executing contractual risk protections, while creating a positive safe working environment.

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RESPONSIBILITIES AND ACCOUNTABILITY

WORK PLANNING | Ability to plan and prioritize individual contributions and those of team members to achieve high-quality, timely results. Dependable and punctual for all work-related commitments.

RELATIONSHIPS | Ability to earn respect through the credibility of construction knowledge and positive approach to problem solving. Ability to develop productive relationships within the project team, with subcontractors, and with design teams and clients.

COMMUNICATION | Strong communication skills, including excellent ability to identify and understand requirements of the project team and to participate in collaborative problem solving. Ability to write daily reports, RFIs, and other related project documentation.

DETAIL ORIENTATION | Ability to successfully ensure the accuracy of project documentation. Ensure compliance with applicable laws and regulations.

PROFESSIONALISM | Ability to maintain a positive attitude and professional demeanor and appearance at all times and perform well under project constraints and deadlines.

COMPUTER SKILLS | Strong computer skills with Microsoft Office (Excel, Word, Outlook, PowerPoint) working knowledge of project management software. Willingness to test and implement new technologies as they become available.

MATH SKILLS | Solid numerical and analytical skills and ability to apply these skills to achieve accurate project budgeting and basic estimating for project scope changes.

SUPPORT | Will perform additional assignments as directed by the Project Management or Field Operations' teams.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (KSA)

- Intern candidates enrolled in a branch of military service, a college or university pursuing a degree in Civil Engineering, Civil Engineering Technology or Construction Management is preferred.
- Must have excellent interpersonal skills, desire to learn, ability to communicate well both verbally and in writing, proficient with computer applications as required to perform responsibilities.
- Ability to conceptualize the “big picture” from design/drawings, specifications, submittals, and other construction documents.
- Ability to command respect from customers and subcontractors.
- Ability to problem-solve in a fast-paced environment.
- Demonstrate an unusually high level of enthusiasm and commitment to the construction industry
- Working knowledge of Microsoft office (Word and Excel) and Microsoft Project is a plus.
- Ability to work in a campus setting and corporate style environment.

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- Pharmaceutical or manufacturing experience (or similar) preferred.
- While performing the duties of this internship, the trainee regularly works on-site at the construction work site where the trainee is exposed to moving mechanical parts; elevated heights; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud.
- May perform other duties as necessary or assigned.

MINIMUM REQUIREMENTS

- Possess ALLY's core values:
 - Be a trustworthy ALLY with uncompromising ethics delivering allegiance, honesty and fairness.
 - Work with integrity, accountability and commitment.
 - Appreciate and respect the company culture of comradery in a diverse, inclusive and collaborative work environment.
 - Think Safety First!
 - Passionate about giving back to others.
- Successful completion of classes or other training experience in construction management, project management, safety, communication and ability to demonstrate knowledge and understanding.
- Adherence to ALLY's employment and corporate policies.
- Quality performance of duties listed in the job description.
- Report to work on time.
- Respectful interaction with employees, owners, consultants, subcontractors and the general public.
- Must have reliable transportation and when driving on company business, a clean driving record, valid driver's license, properly maintained trainee-owned vehicle with the state minimum mandated levels of auto liability insurance is required as a condition of employment.
- United States citizen.
- Must be a team player.

Interested in joining the ALLY team? Please email us your resume with cover letter and include the position you're applying in the subject line to HR@ALLYConstructionServices.com.

ALLY CONSTRUCTION SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered regardless of race, color, religion, creed, age, sex, pregnancy, family responsibility, national origin or ancestry, citizenship, marital status, sexual orientation, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability or any other protected characteristic in accordance with applicable law.