

## **PROJECT INTERN**

### **Summary:**

The Project Intern provides project and administrative support to project management staff, including Senior Project Managers, Project Managers, and Assistant Project Managers. The Project Intern must possess strong interpersonal and organizational skills, be proficient in Microsoft Office applications, and demonstrate the ability to work effectively both within a strong teaming environment and in performing assigned tasks under close supervision.

### **Primary Responsibilities and Duties:**

- Work closely with Project Managers in coordinating and executing daily roles and responsibilities.
- Assist in preparing written documents, such as monthly reports, due diligence reports, meeting minutes, and other internal and external correspondence.
- Conduct research of various projects, clients, companies, vendors, agencies, etc.
- Develop and update spreadsheets and databases to manage budgets, cost estimates, and other financial information.
- Develop and update “living” project documents such as schedules, open items, and logistics plans.
- Attend project meetings with the team as needed, including client, design, construction, and other various meetings.
- Attend periodic project construction site visits to help monitor and document progress.
- Manage day-to-day paperwork/information flow and conduct general file maintenance.

### **Skills:**

- Work both in a team environment and independently to complete challenging and sometimes complex tasks.
- Clearly articulate and communicate effectively, both verbally and in writing.
- Read and interpret general documents, and format and communicate general correspondence, reports, meeting minutes, memoranda, etc.
- Cognitive ability to apply intuition in discerning and carrying out instructions provided in written, oral, or diagrammatic form.
- Strong computer skills, including a foundational understanding of Microsoft Office applications (Word/Excel/Outlook/PowerPoint), as well as proficiency in conducting online research and basic PDF editing and manipulation.
- Organize and prioritize workload, track calendar events and meetings, organize tasks accordingly (agendas/follow-up on actions/minutes), and be proactive in identifying project needs/requirements that can be actioned without direct supervision.



**Experience:**

- One to three years of higher education.
- Experience using MS Access, MS Project, MS Visio, Adobe Creative Suite, Bluebeam Revu, AutoCAD or other programs is a strong plus.

Project Management Advisors, Inc. (PMA) is a real estate project management company that provides consulting services to businesses in a wide variety of public and private sector industries. PMA's professional staff employs an approach to project assignments that combines an established team methodology with problem solving, collaboration and innovation. PMA's team has proven experience in nearly every aspect of the real estate industry, and from both sides of the table, including architectural design, asset management, brokerage, construction, development, engineering and planning.

PMA operates from offices in Chicago (corporate), New York, Austin, Los Angeles, San Diego, San Francisco and Orlando, and has managed more than \$5 billion in project value for a diverse range of projects, among them commercial, residential, hospitality, health care, life science, municipal, not-for-profit and higher education projects.

PMA recruits the best talent in the industry, but project management experience alone is not enough. We seek candidates who fit with our values, operating style and commitment to accountability to our clients. In exchange, we provide staff with opportunities for professional growth and development and a highly competitive compensation package. When it comes to the best in project management talent, we're proud to say, "we get it."

**Please apply to the role via the link below. Thank you!**  
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