



Project Account Manager Intern

MCM is looking for a candidate who can bring innovation and drive to our team. As a 2021 summer intern at MCM you will gain the critical hands-on experience necessary to build your successful career in construction. The selected candidate will be a motivated, career focused team player with a desire to assist in the efficient control and management of a project, while ensuring safety and project schedule.

Essential Functions:

- Assists in the management of project budgets and schedules
- Building and coordination of project schedules with Labor requirements
- Responsible for material ordering, pick-ups, and deliveries
- Assist with the coordination of material and equipment submittals
- Write RFI's and other communications
- Perform other duties as assigned

Required Qualification/Skills:

- Self-motivated
- Problem solving skills
- Ability to interact well with all levels of employees
- Ability to work in a fast paced and demanding work environment
- Ability to work at various heights, work in changing temperatures, and lift, move and/or carry heavy (up to 50 pounds) objects
- Excellent communication skills (both written and oral)
- Excellent interpersonal skills
- Valid Driver's License
- Construction experience preferred

To apply, please submit your resume to Human Resources by 03/31/2021.

Mail to: Human Resources
Mall City Mechanical Inc
7184 Douglas Ave.
Kalamazoo MI 49009

Email to: apply@mcm-team.com

Kalamazoo Location
7184 Douglas Avenue
Kalamazoo, MI 49009

Grand Rapids Location
2716 Courier Court NW, Ste. F
Grand Rapids, MI 49534

Fabrication Shop
2415 N. Burdick Street
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30+
YEARS

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