

JOB DESCRIPTION

Title: Intern - Anchorage
40 hours per week

JOB SUMMARY

The intern will perform a wide variety of office support and administrative functions in support of the contracts and subcontracts. Have a positive and Flexible attitude. Own transportation required.

ESSENTIAL DUTIES AND RESPONSIBILITIES (and other duties as assigned)

1. Interface, professionally and positively, with staff, owners and guests
2. Filing/maintaining office records/Archiving project documents/plans
3. General office errands
4. Assist staff with various projects as needed
5. Operating a variety of office equipment
6. Ability to prioritize and know how to deal with several "bosses"

EDUCATION and/or EXPERIENCE

1. High School Diploma or equivalent/some college preferred.
2. Related construction administration experience
3. Strong written, verbal communication skills, including phone skills, the ability to communicate effectively to management in a positive manner.
4. Ability to work under pressure and stressful situations with diverse groups and maintain cooperative working relationships with staff, owners, community members and organizations
5. Computer skills and administrative knowledge required with proficiency with Microsoft Excel, Power Point, and Word software.

PHYSICAL DEMANDS

While performing the duties of this position an individual is:

- Occasionally required to work on a ladder/Frequently lift and/or move up to 35 pounds /occasionally lift and/or move up to 50 pounds

E-Verify employer - EOE & drug free workplace: all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, physical disability, sex, or marital status.

Email one page resume to admin@massexcavation.com or fax to 907-561-3620

Compensation: DOE

Local applicants only