



College Intern

TSG Industries is a HUB, minority, and employee owned construction agent service firm that specializes in the effective delivery of private, municipal, federal, K-12, colleges and university facility projects. More information about our company is available at www.tsg-industries.com. We have an opening for a College Intern at our Houston Office.

About the Internship

The College Intern will be responsible for managing the document flow and file management process. Ensure adherence to the project management system and manage a wide range of project-related documents currently being prepared and circulated by the various parties involved in the project.

Responsibilities:

- Review project construction schedules and work with team to execute job performance goals.
- Coordinate with project managers and superintendents to monitor their performance and ensure compliance on all contract's tasks.
- Review project progress and compare completed work to blueprints and plans to ensure compliance.
- Participate in contracts and procurement phase of work.
- Receive and process submittals from clients and contractors to maintain the requests via appropriate tracking logs and established document management systems.
- Further develop the existing master document filing and retrieval system, while refining document control practices to ensure ease-of-retrieval, clarity on retention, version control and appropriate audit trails.
- Receive and process requests for information from contractors, project team members and maintain the requests via appropriate tracking logs and established document management systems
- Maintain accountability for timely submissions and responses to documents, RFIs and project filings
- Provide appropriate guidance to users on document control and filing practices to maintain the integrity.

Internship Requirements/Qualifications:

- All Interns must be currently enrolled in a college degree program: Civil/Structural Engineering, or Construction Management
- Proficient in Microsoft Office Word, Excel
- Excellent interpersonal and communication skills
- Excellent writing skills



How to Apply:

To apply for this awesome College Intern position, please send your Resume/CV to the following email address: Recruiter@tsg-industries.com.