

# PESONA METRO INTERNSHIP

Our internship programme shall include duties in assisting a project team which consists of a Project Manager, Project Engineer, and a Superintendent on a construction management project.

Job Title	Benefits
Trainee: <ul style="list-style-type: none"> <li>• Engineering               <ul style="list-style-type: none"> <li>~ Civil Engineering</li> <li>~ Mechanical / Electrical Engineering</li> </ul> </li> <li>• Quantity Surveying</li> <li>• Construction Management</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Allowance</li> <li>• Accommodation provided (for outstation students)</li> <li>• Insurance coverage</li> <li>• CIDB Green Card</li> </ul>

Job Description
Detailed duties shall include: <ul style="list-style-type: none"> <li>• Assist with the drawing &amp; document coordination. This would entail sending drawings to bidders, keeping project documents organized, and distributing documents to all related parties for the project.</li> <li>• Prepare submittals, meeting minutes, change orders, bid proposals, etc.</li> <li>• Develop and maintain project matrices for document control. Excel spreadsheets will be used to track documents, RFI's, drawings, and change orders.</li> <li>• Phone skills/interpersonal skills – be able to interact with architects, trade contractors, and vendors.</li> <li>• Computer skills – Well-versed with Microsoft Word, Excel, and email.</li> <li>• Comprehensive site supervision of the construction works.</li> <li>• Preparing cost estimating, planning and scheduling, materials procurement, cost control, and quality management.</li> <li>• Prepare taking-off quantity, subcontractor tender document, requesting for quotations from subcons/suppliers, and submitting the quotations on time.</li> </ul>

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