



Binswanger specializes as a major, commercial curtain wall glass & glazing subcontractor.

Project Manager Internship Job Description

- Assist Project Manager and /or upper level management with all of the following duties.
- Define project scope, goals and deliverables that support business goals in collaboration with management
- Provide and/or arrange for complete and accurate shop drawings which are in compliance with the specifications for all projects you help manage.
- Ensure correct sizing and checking of fabricated frame drawings to avoid cost overruns for wrong size and re-ordered materials/related additional labor expense.
- Provide or arrange for timely and accurate shop drawings and submittals for all projects you are responsible for.
- All shop drawings should be submitted on time with not more than one revision.
- Continue to improve your ability to produce quality in-house shop drawings when possible, using computer aided drafting systems available in the branch.
- Provide neat and accurate contract files for all projects you manage.
- Plan and schedule project timelines and milestones using appropriate tools.
- Develop and deliver progress reports for materials installed.
- Properly identify, label and store materials that are usable inventory.
- Promptly coordinate punch list completion on each project you manage to avoid delays.
- Must be able to learn, understand and apply new technologies.
- Technically competent with various software programs.
- Understand Internet, Intranet, Extranet and client/server architectures.