



10311 Berea Road, Cleveland, Ohio 44102  
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## 1st Choice Roofing Company Internship Program Outline 2020

**Overview:** A 10-week program which will expose candidates to a wide range of knowledge, skills and experience necessary for success in any role related to the processes of project management in the trade industry.

**Duration:** 10 working weeks (May - August)

**Location:** Cleveland, Ohio

**Compensation:** \$15-\$17/hour, dependent on experience

### Sequence:

WEEK	TOPIC/SKILL
1	Estimating: Process
2	Estimating: Software
3	Project Management: Software/Programs
4	Project Management: On-Site
5	Project Management: Projection, Job Costing & Budgeting
6	Project Management: Scheduling
7	Sales: Process & Software Review
8	Logistics: Procurement & Site Setup
9	Safety Regulation: OSHA/safety training
10	Company Culture: Policies & General Review

### Overview: Candidate Qualifications:

- Available for period of 10 working weeks (can be intermittent), 40 hours/week
- Degree or aad of study related to the following preferred: Project Management, Construction Management, Architecture/Environmental Design, Civil Engineering
- Flexibility from day to day in taking on various tasks from office to field management
- Ability to adapt to changes in daily plans due to circumstances such as weather, production/workforce delays, bid deadlines, etc.
- Ability to multi-task and prioritize in order to meet requested deadlines
- Full of questions, ready to have a good time!

### To Apply:

- Visit the Careers link on our website
- Complete electronic application form and attach resume + cover letter

*"We are a customer service company providing unmatched integrity & education in the roofing industry"*