



COMMERCIAL CONSTRUCTION INTERN

Do you have a passion for a career in construction? Are you looking for a way to gain hands-on experience in the industry? Do you thrive in a fast-paced environment? Do you enjoy the challenge of multi-tasking and prioritizing?

The goal of this position is to assist the commercial administrators in reviewing, logging, and tracking all bidding opportunities for Korellis.

Everyone's function within the company requires team members to be cooperative and helpful to the rest of the team. It is expected that each member of the team will assist others and that respect and cooperation will be provided. Korellis has an open-door policy and requires a teamwork approach and sharing of responsibilities. Any candidate should be able to adopt this mindset and co-exist within our collaborative environment.

Education/Experience/Requirements

- Student or undergraduate actively pursuing a degree in construction management, engineering or other relevant discipline
- Successful drug and alcohol screening and background screening

Description of Duties

- Develop and maintain a thorough understanding of the provisions and logistics/requirements of roofing and sheet metal systems
- Monitor estimate@korellis.com email inbox to assist with future bid opportunities
- Review construction plans and specifications
- Communicate all information to Commercial Administration
- Assemble, prepare, and complete submittal packages
- Work alongside Project Managers to work on projects from start to finish
- Contribute to project close-out process as needed

Skills and Personal Attributes

- Proficient in Microsoft Office (specifically Outlook, Word, and Excel)
- Excellent written/verbal communication and time-management skills
- Self-starter and ability to work independently
- Ability to interact professionally with managers, coworkers, subcontractors, and construction tradespeople
- Ability to work under deadlines and to juggle competing priorities
- Ambition to grow professionally and acquire new skills and knowledge

Position Type: Part Time Internship

Supervisor: Internal Process Manager

The Korellis Way

Korellis has been a Hammond-based contractor for over 60 years. We have employee-centric philosophy, which means we first take care of our employees through good wages and benefits, keep the organization on the cutting edge of innovation and technology, and empower the team daily. In turn, our employees deliver unparalleled results to our partners. We are 100% Employee-Owned through an ESOP; everyone has a vested interest in the success of Korellis. Everyone benefits from the knowledge of a team with over 2300 years of experience in the construction industry.



All our employees have access to our onsite gym and game room, the opportunity to participate in charitable events, and can attend our many employee functions.

Korellis Roofing, Inc. is an Equal Employment/Affirmative Action Employer and is in compliance with the Federal E-Verify Program.