



Internship Description – Assistant Project Manager Intern - Net Zero Construction

Newport Renewables (NPTRE) is seeking an Assistant Project Manager Intern to learn and implement select back-office processes used by NPTRE to develop and build its clean energy projects. As an Assistant Project Manager Intern with Newport Renewables, you will be responsible for completing a variety of tasks that are critical to the operation and success of one or more of our residential construction projects. The position will require working on multiple projects simultaneously, while maintaining excellent communication and attention to detail. You will be part of a growing team of enthusiastic and hard-working professionals, in a collaborative, fast-paced environment.

Responsibilities

- Assisting with project planning;
- Tracking and reviewing Submittals;
- Tracking and reviewing RFI's;
- Construction plan review;
- Quantity take offs;
- Project schedule tracking;
- Track and inspect material deliveries;
- Attend coordination meetings;
- Review of cost codes and field team time against codes;
- Other ad-hoc tasks and projects as assigned

Required Qualifications

- High school diploma;
- Valid driver's license;
- Strong written and verbal communication and interpersonal skills;
- Strong basic mathematical and quantitative skills;
- Detail oriented, thorough, excellent organization and project management skills;
- Ability to multitask and work on several projects at the same time;
- Proficiency with Microsoft Office suite;
- A desire to exceed industry standards and constantly improve;
- Legal authorization to work in the U.S. is required

Compensation and Benefits

Newport Renewables is offering \$20/hour for this internship. There are no benefits for interns other than the state required accrual based sick and safe leave, which can be used after 90 days of employment with the company.

Location

Newport Renewables is currently located in Wakefield, Rhode Island. This is a 100% in-office position.

If you have a desire to learn and succeed, and are interested in joining Newport Renewables' growing team of passionate professionals, please email a resume and cover letter indicating your experience, area of interest, and ability to fulfill the role of the Assistant Project Manager Intern. Thank you for your interest in Newport Renewables.

Newport Renewables is an equal opportunity and affirmative action employer.