



## Automated Controls

Project Management Intern

Posting #: H19-003

Automated Controls is a leader in the Pacific Northwest for open-protocol and custom developed Building Automation and Industrial Control systems. We thrive in a casual but dynamic work environment where employees explore the possibilities above and beyond a job description. We are seeking a project management intern for summer 2019 to work with our Industrial Controls team.

This position is a 3-month paid internship with the potential for extension. Start dates are flexible based on schedule.

In this position, your duties will entail:

- Assisting in the coordination of projects from inception through completion.
- Assist in the generation of project scope and cost documents, including RFIs, RFCs, etc.
- Assist with the preparation of submittals, technical memoranda, reports and electronic deliverables,
- Estimation and preparation of proposals and review of plans and specifications
- Perform routine aspects of engineering requiring knowledge and application of basic engineering principles.
- May use computer-assisted engineering software and equipment to perform engineering tasks
- Field activities such as site investigations and observations

### Preferred Qualifications

- Strong written and oral communication skills
- Experience with the Microsoft Office suite of products including Outlook, Word and Excel
- Experience with PDF editing software.
- Ideal candidates should be pursuing, or completing, a Bachelor's degree in Electrical Engineering, Mechanical Engineering, Construction Management, or related fields

Email your resume to [careers@automatedbcs.com](mailto:careers@automatedbcs.com). Include the posting # in the subject line.