



DESIGN + BUILD + ENJOY

Job Title: Construction Intern

Constructed Matter, Inc.

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Suite 203
Scottsdale, Arizona 85250
(480)628-4458

About Us:

Constructed Matter, Inc. is a vibrant residential and commercial construction company based in Scottsdale, Arizona. Committed to excellence, we thrive on collaboration and maintain a family-like atmosphere. We encourage creativity and initiative, making our workplace an ideal setting for those eager to learn and grow in the construction and design industries.

Job Description:

We are looking for an enthusiastic Construction Intern to join our team. This flexible role, available as either part-time or full-time, offers a unique opportunity to gain hands-on experience in various aspects of construction management and design. The intern will assist our teams both in the office and in the field, contributing to administrative tasks, project tracking, and on-site responsibilities including site protection, minor carpentry, lock-up, and clean-up.

Responsibilities:

- Assist in daily operations both in the office and on construction sites.
- Support project managers and construction teams with documentation and coordination tasks.
- Participate in site protection tasks, minor carpentry, and ensure safety and compliance standards are met.
- Assist with site lock-up and clean-up procedures to maintain site security and safety.
- Attend project meetings and assist with the preparation of meeting materials.
- Help track and analyze data related to project budgets, timelines, and performance.
- Engage in activities across various aspects of construction and design, learning and contributing to project strategies.

Physical Requirements:

- Ability to engage in physical fieldwork, including walking extensively on job sites, navigating various terrains, and lifting up to 30 pounds.
- Capability to work in various weather conditions typical of construction environments.
- Valid driver's license and ability to travel between job sites as needed.



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Qualifications:

- Current enrollment in or recent graduation from a construction management, civil engineering, architecture, or related program.
- Strong interest in gaining experience in the construction and design industries.
- Good organizational and planning skills.
- Effective communication and interpersonal skills.
- Basic proficiency with MS Office and willingness to learn new software.

Requirements:

- Valid driver's license and legal un-sponsored work status in the U.S.
- Willingness to undergo a background check and/or drug screening.
- Proficiency in MS Office, Google Suite, and Excel.
- Strong organizational, planning, and communication skills.

We Offer:

- A supportive, inclusive, and dynamic learning environment.
- Flexible scheduling to accommodate academic commitments and personal preferences.
- Opportunity for hands-on experience and professional development in a fast-growing construction company.

Work Hours:

- Flexible; part-time or full-time based on the candidate's availability and project needs. Hours may include early mornings, late evenings, and weekends as required by project demands.

How to Apply:

Interested candidates should send their resume and a brief cover letter explaining their interest in construction and what they hope to gain from this internship to Brandon@ConstructedMatter.com.

We are excited to offer this opportunity to learn and grow with us at Constructed Matter!