**Position Overview**

The goals of the internship are to 1) educate the intern on the essential functions of the Purchasing Department in homebuilding, 2) provide the intern with practical experience in the home building industry, and 3) assist the Purchasing Department in accomplishing department goals and objectives.

**Job Qualifications**

The ideal candidate will have a background or field of study in construction or a related industry. An understanding of residential construction techniques and scheduling is a huge plus in this role. The candidate should have the ability to balance multiple tasks at one time and hit deadlines without compromising results or productivity. Strong skills in Microsoft Office (especially Excel) are important. The candidate will need analytical and critical thinking skills. The candidate should have a positive approach and be a problem-solver, focused on finding solutions, and should be comfortable. The ideal candidate will possess interpersonal and communications skills with various personality types, as well as the ability to write professional memos and letters.

**Essential Job Functions**

The intern will be responsible for completing the following tasks, along with other associated tasks as assigned:

- Create an SOP to document an un-documented process in the Purchasing department
- Prepare and submit a permit
- Prepare a dig packet
- Generate a lot start
- Research and resolve a payment concern
- Revise, DocuSign, and file a Subcontractor contract
- Analyze and input a bid
- Prepare documentation to present bid results
- Audit Build Pro job completion

**NOTE:** This job description is not intended to be all-inclusive. Intern may need to perform other related duties to meet the ongoing needs of the organization.