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Duke Realty, one of the largest commercial real estate and construction companies in the United States with industrial properties in 20 major U.S. cities, has an opportunity for a Construction Intern to join our construction team in the Irvine, CA market for Fall 2021. Candidates must be attracted to a fast paced environment where responsiveness and customer service are highly valued. A predisposition toward teamwork and personal responsibility will be critical to a candidate's success. The selected candidate will assist both the Project Manager and Superintendent in office and field as directed; as well as learning and gaining a better understanding of Duke Realty's business and delivery system. Further responsibilities may include, but not be limited to, the following:

- On-site support to superintendents and project managers (one or two days a week).
- Assist team with the successful administration and management of project(s).
- Maintaining accurate and timely project documentation, both in the main office and jobsite as directed by Project Manager or Superintendent.
- Responsible for communication with both internal and external customers to ensure that project goals, cost, schedule, and quality are achieved.
- Perform other duties as assigned by Manager.

Requirements:

- Candidate enjoys the challenge of building projects and managing subcontractors.
- Enrolled in a college construction engineering, construction management or civil engineering program required.
- Ability to manage and direct Subcontractors, and maintain relationships.
- Possess strong initiative and effective organizational skills.
- Attention to detail, and ability to multitask and prioritize workload.
- Ability to establish and maintain rapport and interact with various levels of professionals.
- Demonstrated experience working with MS Office Suite to include Word, Excel, and Outlook. Experience using MS Project desired.
- Excellent written and verbal communication skills.

Interested candidates please apply on line at <http://www.dukerealty.com/careers> or email resume to [chris.ferguson@dukerealty.com](mailto:chris.ferguson@dukerealty.com) .

Duke Realty is an Equal Opportunity Employer of Minorities, Females, Protected Veterans and Individuals with Disabilities.

"Building the Best"  
[www.dukerealty.com](http://www.dukerealty.com)