



Job Title: Construction Management Intern

Company: John Bell Construction, Inc.

Location: Miami, FL

Overview:

John Bell Construction, Inc. is seeking a confident and hands-on Construction Management Intern to support our growing operations team. This individual will assist with coordinating daily project tasks, communicating with trade partners and vendors, and helping ensure that projects stay on schedule and on budget. The ideal candidate is proactive, highly motivated, and eager to gain real-world construction experience alongside an experienced team. This is a great opportunity for someone looking to build a career in the commercial construction industry.

Responsibilities:

- Assist Project Managers and Superintendents with daily project coordination.
- Attend job site meetings and walk-throughs; take detailed notes and photos for reference.
- Help track project schedules and maintain updated documentation.
- Make follow-up calls to vendors, subcontractors, and clients as directed.
- Review drawings, specs, and submittals to support field and office staff.
- Monitor and update project logs, RFIs, submittals, and other tracking tools.
- Assist in organizing construction documents and reports.
- Provide general administrative support to project teams as needed.
- Help coordinate material deliveries and follow up on procurement timelines.
- Communicate clearly and professionally with project stakeholders.
- Participate in team meetings and contribute to discussions on project progress and issues.

Qualifications:

- Actively pursuing or recently completed a degree in Construction Management, Civil Engineering, or a related field.
- Strong communication skills, both written and verbal.
- Comfortable making calls and taking initiative to complete assigned tasks.
- Highly organized with a strong attention to detail.
- Team player with a flexible, proactive attitude.
- Familiarity with construction processes, drawings, and documents is a plus.
- Ability to travel to job sites across South Florida as needed .

Necessary Attributes:

Candidate must possess John Bell Construction's Core Values: Set Apart, Excellence, Teamwork, and Pride.

- Confident and dependable, with a strong work ethic



- Eager to learn and grow in a dynamic construction environment
- Self-motivated and capable of working under direction or independently
- Professional demeanor and communication
- Bilingual (English/Spanish) a plus