

## **LOCK 7 DEVELOPMENT SEEKS CONSTRUCTION PROJECT MANAGEMENT INTERN**

Lock7 Development, a top DC real estate development firm, is looking for a Construction Project Management Intern to be our eyes and ears on the ground at our development sites. This role provides a unique opportunity to be exposed to the many facets of the real estate development business from acquisition through construction to delivery. The ideal candidate for this role is a graduate or undergraduate student looking for some real-life experience and the potential for a full-time position after graduation.

### **RESPONSIBILITIES**

- Send weekly construction progress reports to PM and Management
- Visit job sites daily to check in with the crew, communicate any needs or issues they have to the Lock7 team
- Assist with sending out plans and compiling subcontractor bids
- Act as company representative for walk-throughs of units with prospective buyers
- Visit projects to document damage or property condition

### **QUALIFICATIONS**

- Bachelor's degree, advanced degree in process preferred
- Outgoing personality
- Tech Savvy - proficient in MS Office and Google Suite
- Past real estate or construction experience preferred
- Must have reliable transportation

### **JOB SPECIFICS**

This position is a part-time internship which requires a commitment of 15+ hours per week (exact days can be flexible) and is available immediately. The compensation is hourly,

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depending on experience. To apply, please submit your resume and cover letter at [lock7jobs@gmail.com](mailto:lock7jobs@gmail.com) with "Construction Project Management Internship" in the subject line.

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