Our company is Fenix Post Tension, a post-tension and rebar supplier, installer and manufacturing facility for new homes in Central Texas (one of only a few companies of its kind in the area). We're a family business and have been here for 18+ years. We work on thousands of homes per year and have been growing even more with the surge in Austin demand. We're a small team, but with a lot of residential work in foundation and concrete reinforcement (post tension mostly, and rebar) in Central Texas. We work with engineers, homebuilders, concrete contractors and steel suppliers.

We’re looking for a student with construction or concrete classwork experience for a paid summer internship. Please message me with any questions and your summer situation, I've listed some requirements below.

**Position: Jr. Estimator Internship**

**Requirements:**

- Answer all phone calls first few weeks, to familiarize yourself with the company
- Good positive email, phone, and customer service etiquette
- Proactive attitude, ability to ask questions, find solutions and figure out things on one's own
- Attention to detail and positive attitude is a must
- Willing to collaborate, share and help coworkers

**Tasks:**

- Begin to read engineer job plans and then estimate needed materials.
- Help with job takeoffs and tagging of materials for production
- Help order parts online for machinery
- Shadow our Estimator on all matters and any other department (delivery, purchasing, etc.)
- Shadow creation of our weekly job calendar, for material production, delivery and installation.
- Estimate needed concrete reinforcement materials for jobs.
• Communicate and coordinate jobs with clients, coworkers, engineers and subcontractors.
• Coordinate with drivers. Schedule and dispatch them to the appropriate jobs for the day.
• Communicate with the warehouse crew to have needed materials produced for the day.

Background:
• Coursework in construction management and concrete
• Blueprint reading experience a plus.
• Good phone, email and communication skills. Good energy and ability to multi-task.
• MS Excel, Office skills. Open to working with different job software.
• Desire to work in the construction, homebuilding, concrete or manufacturing industries.
• Spanish a plus.

Job Hours:
Our office working hours are 7:00/8:00 AM to 4:00 PM, Monday to Friday. Prefer someone in the Round Rock, Hutto, Pflugerville, North Austin area.

Pay - $15/hr, Full-time during the 2021 summer, in person.

Contact info:
Address: 516 Tradesmens Park Drive, Hutto, Texas 78634, United States
Phone: 512-759-2245
Contact: Erwin Cuellar, CFO
Email: erwin.a.cuellar@gmail.com
Website: www.fenixposttension.com