



## Internship abstract

### About the Company

Founded in 1952 by Russell Pichette as Russell & Co. in Fall River, Massachusetts, Russco Inc. is one of the nation's leading specialty commercial general contractors. The company started with building and maintaining drive-in theaters and expanded to many other market sectors that now include retail, food and beverage, entertainment, healthcare, fitness, automotive, make-ready, and others.

Russco performs 70% of their work outside of MA, with experience in construction in over 35 states. The Company's roots as a family business continue today with a focus on delivering quality projects through integrity while fostering relationships that transcend careers, companies, and industries.

Some current and past clients include General Cinema, Patriot Cinemas, Foot Locker, Gap, Tesla, Starbucks, Warby Parker, LensCrafters, Sunglass Hut, Allbirds, Sephora, Under Armour, Williams Sonoma, Purple, Bed Bath & Beyond, Bose, Cava, Calvin Klein, The North Face, Victoria Secret, and many others.

### Project Management leadership development internship

Russco's collegiate, rotational internship is a paid, 12-16 week program that focuses on the administration and management of current projects through their workflow, with fluctuating day-to-day responsibilities based on the needs of the business. Interns will also be challenged to seek out ways to develop and exhibit leadership skills within the function of their role.

Key characteristics for successful candidates:

- Self-motivated and curious to humbly ask questions and consistently apply learnings
- Independently seek ways to engage with the internal and external Team: Russco employees, clients, subcontractors, architects, engineers, jurisdictions, etc
- Proactive problem-solving that drives resolutions that mitigate/eliminate the root cause
- Establish and foster relationships through emotionally intelligent interactions and awareness
- Self-accountable by striving for excellence and leading by example

Interns will be paired with a mentor and have main points of contact within each department: estimating/bidding, project management, accounting, internal operations. Points of contact will engage with the intern to provide exposure and context on how their roles fit into the Russco workflow. Interns will be expected to actively engage to learn about the points of contacts' primary focus and will be assigned tasks to support those respective team members.

Responsibilities will include, but not be limited to the following:

- Assist project teams in the development, refinement, and maintenance of the project schedules, ensuring proactive view of and meeting upcoming milestones
- Digitally organize plan files for updates/revisions once received from clients, architects, engineers, subcontractors, jurisdictions, etc.
- Communicate and distribute plan updates to appropriate team members (Project Manager, Superintendent, Subcontractors, etc.)
- Support project teams with financial project reporting to ensure accurate forecast and cashflow projections
- Compile and provide sub-contractors required/contractual/legal documentation
- Gain working knowledge through direct exposure to industry standard technology including Microsoft Project, Procore, Blue Beam, Plangrid, Revit, and others

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

Russco is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed service member status, race, color, religion, sex, pregnancy (including childbirth, lactation or related medical conditions), age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.