

## Project Assistant Internship

**Department:** Contracting

**Location:** 5555 W. Park Ave., St. Louis, MO 63110

**Duration:** Summer, 8–10 weeks

### Overall Goals

- Support day-to-day project management and construction coordination activities
- Support department initiatives while learning key business systems and tools
- Gain hands-on experience in project documentation, cost tracking, scheduling, and field coordination
- Develop a strong understanding of the lifecycle of a fire protection construction project.
- Build practical knowledge of documentation processes, permitting requirements, and project closeout procedures
- Perform other duties as assigned

### Onboarding & Orientation (Weeks 1–2)

- Introduction to Boyer Fire Protection: mission, team, and services
- Review of internship expectations, schedule, and goals
- Tour of office and job site safety overview
- Website review and team org chart review
- Competitor identification exercise
- Overview of BFP differentiators
- Introduction to company software and tools (Procore, estimating platforms, accounting systems, document management tools)
- Shadow a project manager to observe project workflow

### Project Documentation & Coordination (Weeks 3–6)

- Observe and utilize company software and tools (e.g., project management – Procore, estimating, accounting platforms)
- Assist with job setup and general project documentation
- Help prepare and track RFIs, product submittals, drawing logs, and revision updates
- Support organization of submittal packages and closeout documentation
- Assist with preparation of Foreman’s Packs and field support documentation
- Attend jobsite visits, subcontractor meetings, and weekly progress meetings
- Assist with billing support and change order documentation
- Spend time observing other departments, including a day in the fabrication/shop area to learn about common fire protection materials and a half-day shadowing a designer to gain exposure to sprinkler system layout and design processes

### Procurement, Cost Awareness & Reporting (Weeks 7–10)

- Assist with material procurement, purchase orders, and vendor coordination
- Support cost tracking and documentation updates
- Help manage permitting requirements and track approval status
- Participate in weekly reporting on productivity, job costs, and project status
- Support project closeout activities, including as-builts, warranties, and test certificates
- Continue refining documentation accuracy and workflow organization
- Participate in business development exposure by attending a networking event or industry meeting (AGC, BOMA, CLC, etc.) when available to observe how relationships and new business opportunities are developed

### Independent Projects & Wrap-Up

- Take ownership of a defined project tracking task or workflow improvement initiative
- Develop a process improvement recommendation related to documentation, cost tracking, or coordination
- Present key learnings and recommendations to the Project Management team
- Final feedback and evaluation meeting
- Discuss opportunities for future part-time work or extended internship

### Tools You Will Learn

- Procore (or applicable project management platform)
- Estimating software (if applicable)
- Accounting systems related to project billing
- Document control systems and tracking logs
- Professional communication, time management, and project coordination best practices

### How to Apply

Interested candidates should send their resume and cover letter to [hr@boyerfire.com](mailto:hr@boyerfire.com) or fill out the form [here](#).

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