



INTERNSHIP PROGRAM

Start your career today!

Photo: Meyer Najem Corporate Office

AVAILABLE OPPORTUNITIES

Assistant Superintendent

- Assist on-site superintendents and field managers in day-to-day activities
- Learn the importance and understand how to update drawings with RFI's, clarifications, and changes
- Learn how to track job progress and schedule updates
- Understand material procurement
- Learn the importance of jobsite safety
- Learn how to coordinate with trades
- Conduct daily reporting
- Develop and foster good communication skills

Assistant Project Manager

- Assist the project manager in day-to-day activities
- Attend jobsite visits
- Assist in reviewing submittals
- Understand how price changes occur during a project
- Submit and distribute RFI responses
- Attend progress meetings
- Attend jobsite safety audits
- Understand material procurement
- Develop and foster good communication skills
- Gain knowledge of warranty and close-out items

Assistant Estimator

- Assist estimators in day-to-day activities
- Attend pre-bid meetings
- Learn to read plans and specifications
- Learn how the initial project schematic plan is assembled
- Assist in putting together bids
- Develop and foster good communication skills
- Research market specific areas for future projects

"After spending my first two summers interning in the safety departments for manufacturers I knew that I wanted to switch and get into the construction industry. After my summer at Meyer Najem I gained a valuable understanding for the trades in the industry and saw the potential for a career in construction. Following my summer internship they offered me a full-time role in the safety department and since have gained valuable knowledge across the field of construction."

Daniel Brewer, Safety Manager
2017 Indiana University Graduate

"I finished my final internship with Meyer Najem in the summer of 2016. For three summers I returned as an intern, gaining the experience and confidence to be in the position that I am today. Within four years, I grew into a lead project management role, overseeing some of Meyer Najem's largest projects to date."

Harrison Massonne, Project Manager
2016 Purdue University Graduate



Scan here to receive more information on Meyer Najem and to submit your resume.

FREQUENTLY ASKED QUESTIONS

Where is Meyer Najem located?

Meyer Najem is **headquartered in Fishers, Indiana**, just a few miles north of downtown Indianapolis. **If you are selected for our 12-week Internship Program, you will be working from our headquarters or at a jobsite determined by your mentor.** We also opened a southeast office in Jacksonville, Florida, in early 2021. Our hope is to open up the opportunity for students to intern from the southeast office in the near future.

What markets and types of projects do you build?

Meyer Najem's original focus was in the **healthcare** market when we opened our doors in 1987. Since then, we have expanded into many markets, including, **corporate office, education, hospitality, industrial, multi-family, municipal, recreational, retail, and senior living.**

What types of positions do you hire for?

We have a wide range of departments at Meyer Najem, including, project management, field management, estimating and preconstruction, accounting, legal, risk management, safety, marketing and human resources. As an intern, you have the opportunity to work along side our team members as either an **Assistant Superintendent, Assistant Estimator, or Assistant Project Manager** during your summer here. However, it's also important to note that while those are our primary positions, **we also offer summer internships in our safety and virtual design/BIM departments.**

How is your internship program structured?

Our internship program provides a **rich opportunity to apply and integrate the skills, knowledge and values derived from related coursework.** It is an opportunity to observe professionals and to work under the supervision of other staff members, helping promote the development of professional skills and the understanding of professional standards.

What are the goals and benefits of your internship program?

You're entering into a phase that every member of our team has gone through. It's a shared experience that you will share with the mentor you get to work with throughout your internship. At the end of your summer, you will have **developed better communication skills, understand contract documents, and learn to schedule and sequence project activities.**



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