



# SURE STEEL, INC.

Dallas | Salt Lake City | Charlotte  
801.917.5800 | SURESTEEL.COM

## Pre-Construction Internship

Sure Steel Inc. is looking for a talented individual that is interested in building relationships based on the immutable principles of ability, integrity, benevolence, safety, environmental responsibility, and continuous improvement. You will be part of developing solid relationships of trust with our clients, coworkers, suppliers, and all other stakeholders in order to advance our business model in current markets and expand into new ones.

### Responsibilities and Essential Functions of the Job

This individual must be able to perform pre-construction functions and will focus primarily on the following:

- Document control
- Sending quote requests and coordinating documents with vendors
- Data entry
- Quantity takeoffs
- Assisting in writing proposal documents
- Attending meetings and taking meeting minutes
- 1-2 site visits (if possible) to see our jobs

### Ability

The right candidate should have an aptitude for engineering, be able to analyze, compare and interpret detailed information. They should be able to make sound and accurate judgments, be detail oriented, assertive, and self-confident in presenting and supporting conclusions. They must have strong communication and interpersonal skills.

### Integrity

The right candidate should be able to take on new challenges, is willing to learn, take responsibility, and set a positive tone for the workplace. Applicants must have a good work ethic coupled with honesty and trustworthiness.

### Benevolence

Be passionate, be honest and dependable, be a positive influence, and be committed to always improving.

Sure Steel adheres to CDC guidelines and has implemented protocols and procedures to ensure that our employees work in a safe environment.

Apply Now!





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## Field Laborer Internship

Field laborer Internship duties are as follows:

- Must be able to work up to 60 hrs./week in stressful situations and in adverse conditions
- Must be dependable and show up to work each day
- Must be willing to learn new trades
- Must be able to do physical labor and lift up to 50 lbs. daily
- Must be willing to travel
- Cannot be afraid of heights
- Must be able to pass E-Verify, background check, and drug test
- Must have reliable transportation

This position is open for an applicant willing to work in Utah. You may work in other states if desired. Only one student per semester will be selected for this internship.

### About Sure Steel, Inc.

Our mission is to create relationships built on the immutable principles of ability, integrity, benevolence, safety, environmental responsibility and continuous improvement. We believe these principles are the foundation of solid relationships of trust with our clients, coworkers, suppliers, and all other stakeholders in order to advance our business model in current markets and expand into new ones. Such relationships make us the preferred steel solution in the marketplace for the design, fabrication, and installation of structural steel, pre-engineered metal buildings, and associated components.

Candidates must be legally authorized to work in the United States.

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## Assistant Project Manager Internship

Sure Steel is looking for a talented individual who is interested in building relationships based on the immutable principles of ability, integrity, benevolence, safety, environmental responsibility, and continuous improvement. You will be part of developing solid relationships of trust with our clients, coworkers, suppliers, and all other stakeholders in order to advance our business model in current markets and expand into new ones.

### Responsibilities

Our team of experienced professionals will teach you how to analyze blueprints and other documentation to prepare submittals, request for information, and assist the project managers in successfully executing our contract commitments; consult and coordinate with clients, vendors, and our office and field team members; confer with engineers, architects, owners, contractors, and subcontractors to properly plan the work.

Daily responsibilities include reading specifications and drawings, preparing submittals, RFI's, preparing notices, planning work solving problems, ensuring conformance to the contract documents, managing documents, coordinating lead times, obtaining and quantifying bids, inventory materials, review 3D models for potential field issues, assist in preparing proposed change orders, subcontracts, purchase orders, etc. Must be willing to travel as required to meet client needs and assist project team as required to fulfill our mission.

### Ability

The right candidate should have an aptitude for mathematics, be able to analyze, compare and interpret detailed information, make sound and accurate judgments, be detail oriented, assertive, and self-confident in presenting and supporting conclusions. Must have strong communications and interpersonal skills. Experience with Microsoft Office (Excel) required.

### Integrity

The right candidate should be able to take on new challenges, is willing to learn, take responsibility, and set a positive tone for the workplace. Applicants must have a good work ethic coupled with honesty and trustworthiness.

### Benevolence

Be passionate, honest, dependable, a positive influence, and committed to always improving.

Sure Steel is committed to hiring individuals who have served on active duty in the armed forces of the United States. We encourage veterans to apply with each job posting.

Candidates must be legally authorized to work in the United States.

Apply Now!

