



Construction Industry

Our students support construction projects by assisting with project coordination, documentation, scheduling, and team communication. They gain hands-on experience while developing organizational and problem-solving skills, and exploring careers in construction and engineering.

Common Tasks and Responsibilities

1. Administrator Support

- Assisting in coverage of front desk or reception
- Calendaring and setting appointments as needed
- General organization and support of reception area
- Inbound and outbound calls

2. Human Resource Assistance

- Keep employment records and process paperwork
- New hire orientation (materials preparation)
- Resume review and candidate research
- Usage and management of human resource systems and databases

3. Market Research Analyst

- Collecting and analyzing data and trends
- Compile customer feedback
- Focus group participation
- Monitor social media data

4. Marketing Assistant

- Assist with promotional material inventory
- Event and meeting preparation/set up
- Maintain information in project database
- Management and reporting on all events



Have another area that could benefit from project-based or day-to-day support?
Let's talk about how Cristo Rey Orlando students can help!

"We were determined to keep Webcor's involvement with Cristo Rey alive. Hiring these promising students as interns is a great opportunity to positively influence young minds and showcase all aspects of the construction industry as possible career paths before they begin college and declare majors—hopefully majors related to construction!"

— Candace Kong Kee, Project Manager, Webcor

