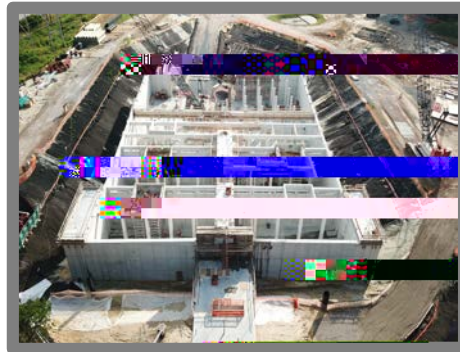




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Work with Project Management Team with 2-3 semesters

- Maintain project files, current drawings, and production records
- Read and interpret plans and specifications
- Estimate material needs for purchasing
- Write purchase orders
- Expedite material deliveries
- Inventory control
- Assist with invoice approval process
- Learn aspects of jobsite safety
- Assist with value engineering on the project
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