

## **Job Opening: Paid Internship (Hillsboro, Portland)**

Duration: May 17 - August 31

### **Position Description:**

Convalt Energy is looking for interns for paid internship positions from May 17 till August 31 whereby the primary responsibility is involved in project management and procedure control of a factory move from the west coast to the east coast. The job entails detailed project management and lean six sigma that includes reviewing electrical and automation diagrams as-built condition, tagging and documenting wiring that is hard-wired and not labeled. No lifting of machinery is involved nor will be permitted.

In this role, you will report to the senior executives and take ownership to your career with the support to pursue your professional growth. The key responsibilities include:

- Serve as an integral member of the project delivery team
- Plan process and procedure control (PPC) initiatives using project management and lean six sigma techniques
- Implement the process management system (PMS) including process documentation, visualization, dashboard, and change variables
- Prepare project correspondence including drawings, entries, reports, presentations, and other relevant materials to ensure project adherence in any aspect
- Simulate and coordinate project schedules (e.g., deconstruction, renovation, shipping, etc.), submittals, and project documents (drawings, manuals, dialogues, and entries)
- Liaise with clients, partners, contractors, and project personnel and articulate project information to ensure a seamless operation
- Manage corporate and project database and advise senior executives and project managers of the status and issues impacting client relations, project scope, scheduling, and deliverables
- Support senior executives in other areas as required.

### **Qualification and Selection:**

- Mechanical and industrial engineering degree or in pursue of the programs
- Solid familiarity with project management and lean six sigma techniques; ideally, with relevant certificates
- Experience in project management and coordination – specifically within construction, facility management, or renewable energy projects would be an asset.
- Proficiency in Microsoft Project and Excel and visual representation and editing skills
- Track record in implementing and managing projects of varying scope and complexity under tight deadlines
- Strong work ethic to achieve the common goal of project success
- Knowledge of construction and facility management process is preferred

## **What We Offer:**

- Competitive salary between \$15-20 based on seniority and skill proficiency
- Necessary insurances will be covered throughout the internship
- Certificate compensation up to 50% during the internship period (e.g., [ENV SP](#) given by [Institute of Sustainable Infrastructure](#), [PMP](#) given by [Project Management Institute](#), and [CSSBB](#) given by [American Society for Quality](#)). Must be an accredited professional in the internship period.

## **The Company:**

[Convalt Energy](#) is a leading specialized infrastructure investor and developer of renewable projects. Since its inception in 2010, we have built a portfolio of renewable projects and more than \$10 billion assets under management (AUM). We are determined in the ESG approach to deliver sustainable infrastructure and build energy solutions for the clients.

## **Application Submission:**

If this sounds like a great fit for you, please email your resume to [hari.achuthan@acoinvestment.com](mailto:hari.achuthan@acoinvestment.com) or [eugene.chao@acoinvestment.com](mailto:eugene.chao@acoinvestment.com)

*Note: Only those applicants under consideration will be contacted. Please accept our utmost appreciation for your interest. Convalt Energy is an Equal Employment Opportunity employer and employment decisions are based on merit and business needs only.*