



Job Description – Engineering Student

Our company is looking for an engineering student. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all the qualifications but have sufficient experience and talent.

Responsibilities for engineering student

- Perform engineering calculations within established standards and procedures.
- Prepare steel and structural drawings as per company requirements.
- Assist with project planning and scheduling.
- Determine appropriate materials for specific applications.
- Establish standard designs, drawings, reference files and/or cost data.
- Prepare engineering specifications for purchases.
- Support the assigned engineer with day-to-day tasks.
- Prepare documents, spreadsheets, presentations, and office correspondence.
- Conduct follow-ups in a detailed and timely manner.
- Manage multiple assignments and work within deadlines.
- Proactive in forwarding work issues to the appropriate managers/supervisors.
- Work as a team member.
- Support the review and development of engineering procedures to support ISO requirements.
- Support Project Managers and Project Engineers with various project management activities including, design review, budgeting, scheduling, risk analysis.
- Coordinate drawings.
- Coordinate work specific scope / trades.
- Conduct trade quote reviews – verify material quantities, verify hours, verify rates.
- Take / Coordinate progress photos.
- Update field drawings.

Qualifications for engineering student

- Enrolled in a university or college engineering program (Civil or Structural Engineering).
- Working knowledge of AutoCAD program.
- Knowledge of Sketchup program will be advantageous.
- Good English and Greek communication and writing skills.
- Available for 20 hours / 2.5 days a week.
- High self-learning capabilities and enthusiastic.
- Communicate effectively with co-workers, management, and other supervisors.

Interested students can call **Vasilis on 99 990 210** to arrange an interview.