

## ASSIST PROJECT MANAGER – INTERNSHIP/JOB OFFER

**Company:** EDM USA Inc.

**Trade:** Natural Stone Specialist

**Field:** Construction – Architectural

**Company Description:**

EDM is the privileged partner of architects, interior designers and prestigious brands in France and abroad. It has the ability to bring complete satisfaction to their customers: deploying expert know-how and talents. Today EDM is located in France, England, United States, the Middle East, Asia and Brazil. EDM can deliver every need expressed in the world of architecture. Through listening and responsiveness EDM has become the preferred partner of construction companies: taking initial concept sketches through to practical completion. EDM USA Inc., branch of the EDM Group, has been growing extensively with projects mostly located in the New York and Miami areas and is in constant search of new talents to join our team.

**Position description:** Assistant Project Manager that would oversee High End Residential and Retail stores projects.

**Location:** Palm Beach/Miami, FL, USA

**Position starting date:** As soon as possible (6 months)

**Duties:**

- Consultations with material and equipment suppliers
- Purchasing and distributing on site of necessary material, tools, and equipment
- Pricing of Luxury Residential and Retail store stone package
- Logistics follow up and organization of the stone deliveries on site
- Quantity take offs and site survey
- Site coordination meetings with General Contractor and other trades
- Site daily follow up with EDM installation teams in Miami

**Other specific missions will be assigned regularly.**

**Profile wanted:**

- Civil Engineering Student (Master's Degree) in his/her at least 4th year of studies
- Must be versatile, involved, rigorous, multi-tasking
- Good interpersonal skills
- Fluency in English compulsory / French, Portuguese appreciated
- Candidates with Canadian or American citizenship appreciated

**Conditions: Internship of 6 months ideally OR first professional experience with trial period**

For more information contact: [solenn.legall@edm-paris.com](mailto:solenn.legall@edm-paris.com)

Visit [www.edm-paris.com](http://www.edm-paris.com)

