

WADE

Design | Build | Remodel

Project Management Intern - Residential Remodeling (College Student)

Location: Mequon, WI

Schedule: Part-time during the school year, full-time opportunity during summer

Compensation: \$18/hour + performance bonuses + mileage reimbursement (when applicable)

About Wade Design & Construction

At Wade Design & Construction, we believe the best homes start with great people—curious, driven, detail-oriented, and community-minded. As a design-build remodeling firm based in Ozaukee County, we specialize in high-quality home transformations that are intentional, beautiful, and built to last.

We're not just looking for help—we're offering the chance to be part of a team that's serious about craftsmanship, communication, and continual learning.

About the Role

The Project Management Intern supports our Project Managers and field crews by helping keep job sites organized, protected, and running smoothly. This is an intern-level, hands-on position ideal for someone who's eager to learn the ropes of construction and project management from the ground up.

You'll assist with job site setup and cleanup, deliver materials, and pitch in on punch list tasks. You'll also gain real-world exposure to the inner workings of residential remodeling and have opportunities to develop carpentry, site logistics, and project coordination skills.

What You'll Do

- Pick up and deliver materials between suppliers, job sites, and the office
- Assist with site protection, organization, and daily cleanup
- Support Project Managers in keeping job sites safe, tidy, and on schedule

- Help with final punch list and project wrap-up tasks
 - Perform light carpentry and handyman work under supervision
 - Communicate clearly and professionally with clients and crew while on site
 - Keep job documentation organized in tools like SmartSheet and Slack as needed
 - Occasionally help with marketing deliveries, mailers, and community events
 - Ensure tools are maintained, end-of-day procedures are followed, and weather protection is in place
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What We're Looking For

- A natural problem solver who isn't afraid to get their hands dirty
 - Physically able to lift and carry up to 100 lbs regularly
 - Comfortable working in a variety of environments, including tight or messy spaces
 - Strong work ethic, high integrity, and a positive attitude
 - Eager to learn new skills and open to coaching
 - Communicates clearly and follows directions well
 - Experience with tools or in construction, carpentry, or handyman work is a plus
 - Must be available most Fridays
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Additional Requirements

- Valid Wisconsin driver's license with a clean driving record
 - Ability to manage your time and juggle multiple responsibilities
 - Available for occasional extended hours, based on project needs
 - Willing to participate in team training and community events
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What We Offer

- \$18/hour starting pay
 - Performance-based bonuses
 - Use of company vehicle when needed (mileage reimbursement if using personal vehicle)
 - Holidays off: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day (Christmas Eve and New Year's Eve are typically half days)
 - Access to mentorship, tools, and learning opportunities in construction and project management
 - Potential for long-term growth within the company
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How We Work

We live by our core values:

- **Always curious** – You don't need to know it all, but you do need to want to learn.
 - **Exceptional design for life** – Even the smallest role contributes to meaningful work.
 - **Cultivate community** – We're team-oriented and client-focused.
 - **Hunger for excellence** – We take pride in doing things right.
 - **Communicate with clarity** – No guessing games. Clear, respectful communication is key.
 - **Strive for simplicity** – We aim to make the complex feel effortless.
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Ready to get your foot in the door with a design-build firm that values craftsmanship, teamwork, and your growth? Apply today.