



INTERNSHIP OPPORTUNITY

Department: IS&T

Position: Intern

Project: Morava Corridor Motorway Project

Company: Bechtel ENKA UK Limited Ogranak Beograd (BEJV)

SUMMARY

The Information Systems and Technology Department encompasses all IS&T services for the project execution for the Morava Corridor Motorway Project.

The intern shall be doing computer imaging and user profile configurations. Trouble shooting basic software issues, Managing mobile device configurations and asset management recording. Other tasks may involve media and software installation.

JOB DIMENSIONS

A. Supervision Received

- Reports to and receives operational direction from the IS&T deputy manager and the IS&T manager.
- Receives guidance and tasks from IS&T Leads.

B. Supervision Exercised

- None

C. Contacts

- Maintains working relationships with project IS&T personnel and project employees in all departments.

D. Location

- BEJV's office in Kruševac (Jasički put 52đ); may require minor travelling.

ESSENTIAL JOB DUTIES

- Assist with onboarding the new hires, setting up mapped drives, printers and profiles: email, application shortcuts etc.
- Imaging of Desktops and/or Laptops and support office add move changes
- Ensure IS&T inventory for hardware and software is maintained

JOB KNOWLEDGE

Intermediate to advanced knowledge of the English language, both written and spoken required. Computer science or networking experience preferred.

OTHER



INTERNSHIP OPPORTUNITY

Department: *Design*

Position: Intern

Project: **Morava Corridor Motorway Project**

Company: **Bechtel ENKA UK Limited Ogranak Beograd (BEJV)**

SUMMARY

The Design Department works on preparation and coordination of design documentation for the motorway project. Main goal is working together with design subcontractors and completion of construction permit design and execution design for the project on time.

The scope for intern;

Review of design documentation, preparation of design books for submission, communication with project designers to complete designs on time and uploading the design documentation to EDMS Server for the project.

JOB DIMENSIONS

A. Supervision Received

- Reports to and receives operational direction from
- *Serkan Ulker / Design Manager*

B. Supervision Exercised

- None

C. Contacts

- Maintains working relationships with *Design team* personnel and project Budget Line Item Owners (BLIOs) in order to perform assigned duties.
- Maintains working relationships with design subcontractors involved with the performance of assigned tasks.

D. Location

- BEJV's office in Makedonska 12 (Belgrade).

ESSENTIAL JOB DUTIES

- Review of design documentation,
- preparation of design books for submission,
- Communication with project designers to complete designs on time and
- Uploading the design documentation to EDMS Server for the project.

JOB KNOWLEDGE

Intermediate to advanced knowledge of the English language, both written and spoken required. Software knowledge Autocad, Armcad will be preferred

OTHER



INTERNSHIP OPPORTUNITY

Department: *Structures*

Position: *Intern*

Project: Morava Corridor Motorway Project

Company: Bechtel ENKA UK Limited Ogranak Beograd (BEJV)

SUMMARY

Interested in construction areas, willing to work in field applications related to construction works such rebar, formwork and concrete works, have a good communication in English

JOB DIMENSIONS

A. Supervision Received

- Reports to and receives operational direction from
- *Fouad Chbeir – Site Supervisor*
- *Eyupcan Sumerkan – Site Supervisor*
- *Sedat Anil Ozkan – Site Supervisor*
- *Oguzhan Kosar – Site Supervisor*
- *Sura Balkas – Technical Office Engineer*

B. Supervision Exercised

- None

C. Contacts

- Maintains working relationships with *Site Supervisors* personnel and project Budget Line Item Owners (BLIOs) in order to perform assigned duties.

D. Location

- BEJV's office in Kruševac ; may require minor travelling.
- BEJV's office in Kraljevo ; may require minor travelling.
- *Structures construction sites*

ESSENTIAL JOB DUTIES

- *Controlling of daily rebar fabrication (cut and bend) work*
- *Controlling of rebar installation works by rebar project drawing*
- *Observation and controlling of formwork and concrete works*
- *Observation and controlling of precast beam production works*
- *Preparation of daily activity reports and time sheets.*
- *Preparation and coordination with requests for inspection and approval*

JOB KNOWLEDGE

Intermediate to advanced knowledge of the English language, both written and spoken required.

OTHER