



JOB DESCRIPTION	Real Estate Intern
REPORTS TO	Director, Real Estate
LOCATION	National Capital Region
START DATE	Early June 2021 (exact date TBD)

PURPOSE OF ROLE

Under the direction of the Director, Real Estate, the Real Estate Intern contributes to the success of real estate projects across the National Capital Region, such as Wateridge Village, 291 Carling Avenue, Booth Street and the PSCC Collaboration sites. The incumbent adds value by researching, analyzing, coordinating and processing project inputs and information to maintain project momentum. The successful candidate will gain valuable hands-on experience and tools to support their future career in the Real Estate industry.

COMPETENCIES

- Adaptability
- Attention to detail
- Communication
- Interpersonal savvy
- Planning and organizing
- Service excellence
- Teamwork

KEY FUNCTIONS

- Supports planning, servicing, and project initiatives.
- Organizes and attends meetings with internal and external stakeholders.
- Communicates with external multidisciplinary team members to achieve project objectives.
- Assists in managing external consultant deliverables.
- Conducts site visits.
- Assists in the preparation of briefs and technical documentation.
- Researches and collects information, inputs and material.

KEY REQUIREMENTS

QUALIFICATIONS AND EXPERIENCE

- Algonquin Community Member who has completed or is enrolled in a post-secondary (college or university) program,
- Experience in client relations, customer service, and basic public relations required.
- Proficiency with the use of standard office software, including Microsoft Word, Excel, Powerpoint and Outlook.



HEALTH AND SAFETY

- Work in compliance with the provisions of the applicable provincial Health and Safety legislation(s), regulations, and internal policies and procedures.
- Wear all Personal Protective Equipment (PPE) when required

WORKING CONDITIONS

- Able to work under pressure to meet tight deadlines, conflicting demands, frequent interruptions, and heavy workloads
- Working in an office environment
- Light to infrequently moderate physical effort; Requires handling of light and moderate weight objects including office equipment and other office supplies

BILINGUALISM PROFICIENCY REQUIRED

C – Proficiency (proficient, superior knowledge of other official language)

B – Sufficiency (sufficient, intermediate knowledge of other official language)

A – Minimum (minimal knowledge of other official language)

N – Not applicable (knowledge of other official language not required)

Reading	N
Writing	N
Oral Interaction	N

OVERTIME CLASSIFICATION: NON-EXEMPT