



CORPORATE PROPERTIES SERVICES SUMMER STUDENT – FULL TIME TERM

Reporting to the Facility Planner, Corporate Property Services, the summer student will assist the Corporate Property Services department with drafting, organization of record drawings, and confirming accuracy of record drawings with on-site conditions.

Duties:

- Assist with reviewing MBLL properties against on-file AutoCAD floor plans to capture and correct discrepancies.
- Review drawing folders to identify outdated and duplicate files.
- Assist with providing as-built drawing files to other departments as requested.
- Assist with modifying/creating emergency egress drawings for updated plan files.
- Other duties as assigned.

Primary Qualifications:

- Minimum of 1 year completed education in a Post-Secondary Institution in Architectural Technology, Environmental Design, Interior Design, or related program.
- Proficiency in AutoCAD drawing creation and modification
- Must maintain a valid class 5 driver's license and have access to a reliable vehicle.
- Strong communication and organizational skills required.
- Ability to work independently, and with various internal departments as projects require.

Interested Individuals should apply by submitting a current resume and application to:

Email: careers@mbll.ca

All applications are due by January 31, 2024

We thank all interested applicants, however, only those selected for interviews will be contacted.