Development & Planning, Design and Construction Internship Description

Role Summary:
This is an exciting opportunity to join the Trinity team with an opportunity to expand your knowledge of real estate with a focus on development & planning, design, and construction. Reporting to the Vice President Development & Planning, the development & planning, design, and construction intern will work to support the team leaders of these business functions in day-to-day tasks including the following general description of roles and responsibilities:

Primary Responsibilities
• Support with the management of land development projects from acquisition to construction, with cooperation between Building/Architecture, Municipality and Consultant teams.
• Willingness to learn and grow professionally.
• Extensive knowledge of Excel, PowerPoint, & Outlook.
• Assist various departments in reviewing, collating, and drafting word/excel documents of different projects
• Assist in coordinating consultant project meetings whether tenant or development related
• Coordinate project concerns between leasing, operations, planning and design, and help figure out solutions

Core Competencies:
• Embrace Trinity’s Mission, Vision and Values:
• Integrity
• Mutual Respect
• Innovation
• Entrepreneurship
• Dedication
• Model and implement Trinity’s standards of excellence; both internal and external
• Positive attitude and enthusiasm
• Superior communication and English language skills, oral and written
• Effective listening skills and ability to give and receive constructive feedback
• Ability to work on large development projects while working collaboratively with internal and external stakeholders
• Apply your technical engineering, planning and/or business skills to real land development projects immediately
• Architecture student might also be a possible candidate
• Proactive and can work with minimum supervision
• Solutions-oriented with a knack for creative thinking
• Highly organized with attention to detail
• Superior planning and prioritization skills; strong ability to multi-task
• Problem solving – resolution focused, execute sound judgment and decision making
• Punctuality and dependability
• Take initiative and meet deadlines