

## **Co-Op Student (Fall 2018) – Real Estate Development**

Projectcore Inc. - Toronto, ON

Temporary

### **Co-Op Student**

The Co-op Student will be responsible for a variety of tasks in real estate development, including assisting in pre-development projects, site analysis, social media management and administrative tasks for a project under construction. Work will include assisting management to lead a consulting team through the design and approval process, pro-forma modeling, site research and construction administration tasks. Social media responsibilities include writing and editing blogs, oversight of social media platforms and website maintenance. The successful candidate will gain exposure to all facets of real estate development and will work closely with senior management. A strong interest in real estate and design is required. A background in the following is preferred: Business, Engineering, Architecture or Planning.

### **Requirements**

- Currently pursuing an undergraduate degree in business, engineering, architecture, planning or a related field
- Knowledge of contemporary issues relating to real estate, architecture, design and urban planning
- An understanding of the real estate development process in Toronto
- An understanding of real estate pro forma modeling
- Ability to proofread, edit, develop and maintain social media channels
- Newsletter generation and blog writing
- An understanding of building design and construction is an asset
- Ability to read construction drawings is an asset
- Experienced in MS Office
- Graphic presentation skills is an asset
- Excellent written and verbal communication skills
- Ability to develop and meet timelines
- Ability to work closely in a team environment

### **About Projectcore Inc.**

With over 25 years of experience in the development industry, our capacity and depth of experience covers all phases of project development. Our team brings a focused and flexible approach to every project. We work in conjunction with the owner, emphasizing a co-operative team approach with a clear commitment to client satisfaction. We serve as an extension of your organization, complementing your capabilities and representing your interests first and foremost. Our project and construction management staff are your “eyes and ears” to ensure the full scope of work is included. We incorporate accurate systems to monitor the progress of the development, maintain quality control, ensure fiscal accountability, and provide accurate reporting on the status of the project. Projectcore can add value by introducing innovative options that may not have been previously considered to fast track the construction process. Our team has a deep understanding of what is required to arrive at the finish line with a positive result. No project is too large or too small. We have constructed and managed all types and sizes of development with full commitment to each.