Development Resources Intern

Position Summary

- Assist Building Technology Function with the following:
  - Completing Digital Master Planning Roadmap
  - Integration of Existing Retail Technology into site planning
- Various Responsibilities in Implementation of PMWeb of Mixed-Use Development Project to Include:
  - User Support
  - Data Entry and Validation
  - Quality Esurance
  - Procure-to-Pay Supplier Enablement
- Assisting the Environmental, Social & Governance Function (ESG) obtain Fitwel certification for the Brookfield Key Tower Office Space
- Process Map and Make Improvement Recommendation for the Existing Vision and Design Process Supporting Development Assets
- Work with Functional Leaders to Develop and Deploy Functional Dashboards for Executive-Level Communication
- Continue to Build and Refine the Full Cycle Support Hub and Drive Traffic to SharePoint Site.

Areas of Responsibility

Building Technology Services

Operational Excellence

ESG

Day-to-Day Interaction and Direction from Functional Leads including Vice President of Development Resources.

Qualifications

- College student, pursuing degree (or Advanced Degree)
- High energy and great attitude
- Strong work ethic
- Must be highly organized with the ability to prioritize.
- Ability to work in a highly dynamic, fast paced environment
- Strong computer skills, including Microsoft Office Suite: Word, Excel, and PowerPoint (SharePoint Experience a plus)