

Position Title: Intern Architectural Technologist

Reporting to: Architectural Team Lead

Department: Consulting Services

Type of Position: Full-time Permanent

Location: Richmond Hill, ON / Hybrid

Summary of Role:

The Intern Architectural Technologist is responsible for internal customer service and deliverables relating to the production of Interior Design concept and contract documents. Formally reporting to the Architectural Team Lead, the Intern Architectural Technologist will also work closely with Senior Architectural Technologists, other Consulting Services personnel, and external project consultants to ensure all project objectives and deliverables relating to the production of Interior Design concept and contract documents are understood and met within the allotted project budget and agreed upon timeline to complete these documents.

Duties & Responsibilities:

Include but are not limited to...

- Provide the highest level of client service
- Continue to nurture relationships with internal customers through collaboration with all associates
- Cultivate / foster long term continuous business relationships with clients, consultants and suppliers
- Working knowledge of interior construction methods, building materials and building code regulations, the permit application & approval process, and contract administration
- Conduct site verifications and documents existing conditions in detail for the preparation of as-built CAD/Revit drawings
- Perform and execute design deliverables following Mayhew standards for all deliverables
- Production of interior design working drawings, specifications
- Preparation of site instructions, related drawings, changes and the management of all administrative processes related to contracts
- Coordination of sub-consultants in the preparation of their deliverables in conjunction with interior design drawings and specifications
- Weekly project progress review meetings with the Team Lead to review project profitability, resources, workload assignments and project timelines
- Maintain a safe working environment by following and enforcing company health and safety standards
- Identifies personal and professional developmental needs on an annual basis
- Demonstrate knowledge of the entire organization, its products and services
- Adapts to changes in the work environment; modifies approach or method to best fit the situation; manages frequent change, delays, or unexpected events in a positive and professional manner
- Complete all assigned project deliverables for each design contract within hours allocated to complete each tasks
- Complete all tasks / deliverables within each project deadline
- Work on multiple projects as assigned
- Demonstrate a high standard of professional ethics and fairness

Qualifications:

- **Minimum of 3 – 5 years experience**
- French speaking and writing abilities a strong asset

- Intern / Technician or Accredited member in good standing with the Association of Architectural Technologists of Ontario (AATO)
- Graduate of a College or University diploma or degree program in the field of Architectural Technology, Interior Design or Architecture
- Extensive knowledge and proficiency with current software versions of AutoCAD and Revit
- Working knowledge of materials, methods and tools involved in the construction of building interiors
- Working knowledge of techniques, tools and principles in the production of interior construction documentation
- Knowledge of construction methods, contracts, activities, schedules and milestones, and administrative processes
- Knowledge of federal, provincial and municipal building laws, building and safety codes, health and environmental standards and regulations
- Knowledge of construction and project management activities
- Knowledge of individual project budgets and timelines
- Proficient with Microsoft Office applications (*Outlook, Excel, Word and PowerPoint*)
- Excellent organization and time management skills

How to Apply:

Please forward your cover letter & resume to: rterpselas@mayhew.ca

We thank all those who apply, however, only those selected for an interview will be contacted.