	Document Title	JOB-DESC-BELL- APD Arch. Interns
		Version 1
	Document Owner	Monica Contreras
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Job Title: APD Architectural Technology Interns
Address of workplace: 100 Wynford Ave, First Floor Suite
Employment status: Intern
Number of positions: 1
End Date of Posting: August 22, 2024
Employment Period: 1 year contract
Contact Name: Monica Contreras, monica.contreras@bell.ca

Name and description of the hiring department

The Student Architectural Intern position is with the Architectural Program Delivery, Facilities Infrastructure Team, BRES, under the supervision of an APD staff, and may work closely with staff from other units.

The Architectural Program Delivery is a unit providing in-house Architectural services within Bell Real Estate Services for capital small/medium exterior envelop projects with a focus on building science and heritage protection. APD also provides Design, Architectural, and Planning Subject Matter Expertise to other units including Asset Management engaging in building analysis, planning opportunities for development and, occupancy impacts of office, network and infrastructure. In addition, APD participate in Bell Project Teams managing external Consultants.

Duties / Responsibilities


The Architectural Intern will engage in building analysis including confirmation of space (review of existing documents), occupancy, and building code compliance. The work will include the generation of CADD/ Revit building models and powerpoint reports/presentations.

The role will require close collaboration with staff from other units within BRES and Bell stakeholders.

The role's responsibilities will include:

- Documentation and archival of findings, including following APD filing system



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- Regular reporting of progress and presentation of findings
- Adherence to Bell drawing standards
- Providing support to other APD staff
- Engaging in building site visits as required
- Engaging in Field Review During Construction
- Maintaining a working relationships between teams
- Participating in training and learning new software (ex. Confluence)

Qualifications/Skills/Competencies

- Completed a degree in Architecture, or Architectural Technology program-graduate of a recognized College or University
- Full competency with Revit software (version 2024)
- Full competency with AutoCad Software (version 2024)
- Competency with Microsoft Office: Word , Excel and Power Point
- Ability to attend site visits and take site dimensions
- Be self-starting, organized and deadline oriented
- Ability to shift between projects
- Ability to manage multiple priorities
- Interest in telecommunications infrastructure
- Flexible to work on other duties that may be assigned
- Experience taking photos of buildings and details
- Bilingual abilities (French -English) would be an asset

In order for your application to be considered for this role, please apply online to monica.contreras@bell.ca

Bell has a diverse workforce and is committed to equity in employment

