

Internship Opportunity at Project Department

Highlights of the Internship Role:

By participating in the planning, coordination, and documentation of property development projects, the intern will gain practical exposure to development workflows, project scheduling, and cross-team communication within the Project Department.

- **Project Scheduling & Documentation:** Assist in preparing comprehensive project schedules, checklists, and daily coordination records to support development activities.
- **Project Coordination Support:** Support day-to-day project tasks, including progress tracking, material preparation, and meeting follow-ups.
- **Reporting & Learning Summaries:** Prepare concise summary reports capturing key learnings, project updates, and observations across different development stages.

Requirements:

- **Preferred fields of study:**
 - Architecture
 - Building, Construction Management
 - Project Management or related disciplines
- Proficiency in MS Office (Word, Excel, PowerPoint); knowledge of MS Project is preferred.
- Familiarity with AutoCAD and SketchUp is an advantage (for Architecture students under Derek).
- Strong organization and documentation skills, with attention to detail.
- Responsible, proactive, and able to work independently and collaboratively.