

AEW Career Opportunity

AEW Boston
Architecture and Engineering Intern

RESPONSIBILITIES:

- Review Property Condition Assessments and extrapolate information to be used in calculating insurance replacement costs for new and existing assets.
- Solicit proposals from preferred consultants for Property Condition Assessments, Environmental Site Assessments, Energy Audits, and green building certifications. Review proposals prepare leveling sheets, review reports when they come in, and assist with final memorandum given to the Investment Committee.
- Create logs of capital improvement projects and development projects that A&E are involved with, and keep status updated.
- Work with asset management team to use their 5-year business plans and highlight all capital improvement projects for the A&E team to assist with. Assist with creating a schedule for staffing purposes within the A&E group.
- Keep updated logs of green certified buildings.
- Assist with monitoring energy audits, coordinate visits and follow up meetings. Follow progress of initiating suggestions at properties. Create a database for all energy conservation measures (ECM's).
- Keep Architecture & Engineering Sharepoint site updated with feeds while cross functionally working with IT or other departments to do so.
- Maintain and make appropriate edits to the preferred vendor list.
- Review and submit invoices from consultants to project accountants for payments and invoices.
- Maintain WELL Certification Sharepoint site ensuring links and nutritional content is updated.

INTERN WILL LEARN AND BE EXPOSED TO:

- Real world knowledge of working with consultants, property managers and internal colleagues from accountants, asset managers, portfolio managers, IT and research just to name a few.
- Understand the entire Due Diligence process from a physical, environmental and sustainability point of view, of a commercial real estate transaction.
- Hands on strategizing and planning.
- Participation in regular team meetings.
- Receive mentorship from experienced and respected members within the field.



QUALIFICATIONS:

- Junior, senior, or recent graduate with an Engineering, Architectural, Construction Management, or Sustainability related major
- Must have an understanding of various building components
- Must be motivated, organized, detail oriented, and possess good communication skills
- Excited and eager to work in the Commercial Real Estate space with exposure to sustainability
- Paid (6) month internship no benefits

To apply for this position please e-mail your resume to Jobs@aew.com

AEW Capital Management is an equal opportunity employer.

