



**Intern – Real Estate & Facilities Department (Fall Term)  
Mackenzie Investments – Toronto Office**

[Job Link](#)

IGM Financial Inc. is one of Canada's leading diversified wealth and asset management companies with approximately \$261 billion in total assets under managements. The company provides a broad range of financial planning and investment management services to help more than two million Canadian meet their financial goals. Its activities are carried out principally through IG Wealth Management, Mackenzie Investments and Investment Planning Counsel.

Under IGM Financial's unique business model based on leading brands and multi-channel distribution strategy is Mackenzie Investment, founded in 1967. Mackenzie Investments is a holistic asset-management partner for thousands of Canadian financial advisors and the investors they support.

**At Mackenzie Investments You Can Build Your Career with Confidence**

We have a vision and a strategy that will challenge the way business in this industry is done and help Canadians be successful in the ways that mean the most to them. As part of our team, you will do some of your best work, develop some of your most valuable skills and give back in ways that make a difference in the lives of Canadians. Join an unstoppable team that is embedded in continuous learning, understanding, and knowledge sharing. You will thrive in our supportive environment where you can indulge your curiosity to learn, while receiving the feedback you need to refine your skills and abilities.

Mackenzie Investments is a diverse workplace committed to doing business inclusively - this starts with having a representative workforce! We encourage applications from all qualified candidates that represent the diversity present across Canada – including racialized persons, women, Indigenous persons, persons with disabilities, 2SLGBTQIA+ community, gender diverse and neurodiverse individuals, as well as all who may contribute to the further diversification of ideas.

**Position:**

We are currently hiring an intern looking for a fall term position, September to December 2022. Candidates in an undergraduate program that will be returning to school after the internship to be eligible to apply.

Located in our Toronto office, as a Facilities Assistant, responsible for the day to day support of the Real Estate team.

**Responsibilities:**

- Document & monitor vacancies and occupancies providing real time snapshot of space utilization in the building
- Assist with finding suitable accommodation for incoming staff and consultants
- Created annotated floor plans for presentations and planning purposes
- Assisting relocation of individuals as required
- Assist in presentation preparation, status reporting, contract administration
- Assist in maintenance and repair inquires and resolution

**Requirements:**

- Registered students returning to school in 2023 in a related field (BCom, BA, BSc, etc.)
- Ability to work well in a team environment
- Excellent interpersonal, judgment & decision-making skills
- Ability to self-motivate and prioritize time-sensitive deadlines



**To apply, please include a cover letter, resume and transcripts (full unofficial version) by May 8<sup>th</sup>, 2022.**

**Please visit our Student Career page by clicking on the following link:**

<https://www.mackenzieinvestments.com/en/about/careers/student-new-graduate-career>

We thank all applicants for their interest in Mackenzie Investments; however only those candidates selected for an interview will be contacted.

Mackenzie Investments is an accessible employer committed to providing a barrier free recruitment experience. If you require an accommodation or this information in an alternate format at any stage of the recruitment process please reach out to the Talent Acquisition team who will work with you to meet your needs.