

Employment Opportunity:**Type of Opportunity:** (X) Internship () Full-time Job**Date Posted:** March 25, 2009**Job Title:** CAFM Intern**Application Deadline:** May 4, 2009**Runstad Code ID Number:** (I-256)**Company Profile:**

Buildingi (Pronounced Building-eye)

We provide professional services to clients to help them actively and accurately manage their real estate portfolios. The technical services we provide range from updating floor plans using AutoCAD to building web-based applications that solve real estate business needs using MS SharePoint and other development tools.

We are a local, privately-held company based in Issaquah, WA but many of our employees work at the clients' sites in the Greater Seattle area. Please visit our web site to learn more: <http://www.buildingi.com>.

Job Description:

- Use AutoCAD and property management software to update Computer Aided Facility Management (CAFM) information.
- Update and incorporate project related CAFM information.
- Update key milestones in scheduling, forecasting and completing CAFM updates.
- Perform headcount audits and updates.
- Perform web content updates using MS SharePoint.
- Provide excellent customer service.

Time/Duration:

June through mid-September (flexible) with the possibility of working during the school year.

Compensation:

Approximately \$13.00 per hour

Educational Requirements:

Associates Degree or equivalent combination of technical training and/or related experience.

Qualifications:

Familiarity with AutoCAD with the ability to recognize color.
Working knowledge of the fundamentals of plane and solid geometry and trigonometry.

Skills:

Excellent MS Office skills, including Outlook with the ability to type at normally accepted business speed and accuracy.
Superior customer service skills.
Superior attention to detail.
Excellent verbal and written communication skills (punctuation, grammar, spelling).

Ideal Candidate:

Someone who is bright, a quick learner, team player, flexible and has great customer service skills. In addition, experience and interest in construction, architecture or facilities management is great!

Contact Information:

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