



Internship Opportunity

Urban Fitouts & Construction

Ascham Old Girl Dominique Gill is the Managing Director of Urban Fitouts & Construction and is offering an Internship. UF&C is a well-established builder in NSW and a 100% Australian owned company. It is one of the very rare construction companies led by a woman and this is its unique point of difference.

UF&C operate as a Head Contractor and specialises in delivering high quality, tailored and turnkey projects in the commercial sector including office, retail, government and industrial projects of up to around \$10,000,000.

They believe in the journey as much as in the destination. They want their clients to have a positive experience with their builder.

Details

Location: 20 Poplar Street, Surry Hills

Type of Internship: Open to discussion - full time over university and/or combination of term time and summer vacation

Commitment: Monday to Friday, 8am – 5pm approximately

Website: <https://www.urbanfitouts.com.au/>

Responsibilities

Responsibilities include administration tasks related to subcontractors and/or clients, including:

- Drafting of subcontractors
- Drafting of scope of works
- Drafting of subcontracts and variations
- Safety task observations and reporting
- Take photos for weekly progress reports
- Document control - sending out drawings to trades

- Assist PM and CM with administration-related tasks
- Registering invoices to Xero
- Submitting invoices for payment when due
- any other admin/ safety related tasks as required

Skills and Attributes

- Computer proficient
- Able to write well / clearly
- Good communicator
- Friendly and approachable
- Motivated / go-getter
- Curious and open minded
- Willing to learn/ adaptable

Application process

Please prepare a resume as well as a covering letter stipulating your interest in the above internship and your suitability for this role.

Submit your application in a Word or PDF format to Skye Barry, Ascham Community Relations Manager, via email at community@ascham.nsw.edu.au

The resume should include:

- Any relevant work experience
- A minimum of two references (employment references are preferred but not essential)
- Contact details
- Availability for the role in 2021/2022

Shortlisted candidates will be contacted by the host company.

Remuneration, timing and 2021 commencement date for the internship will be negotiated directly between the successful candidate and host company. Please note the internship is first and foremost a learning experience. The benefits of the opportunity afforded to the intern will be considered in the remuneration.

Applications close 5pm, Friday 13 August 2021