



Winter Intern – Real Estate
IGM Financial, Mackenzie Investments – Toronto Office

[Job Link](#)

IGM Financial Inc. is a leading wealth and asset management company in Canada, managing approximately \$271 billion in assets. It offers financial planning and investment services to over two million Canadians through IG Wealth Management and Mackenzie Investments.

Mackenzie Investments, founded in 1967, is a key part of IGM's business model, serving as a comprehensive asset-management partner for Canadian financial advisors and their clients.

At Mackenzie Investments You Can Build Your Career with Confidence. We are proud to be recognized as one of Canada's Top 100 Employers for the fourth consecutive year and one of Canada's Best Diversity Employers. Our vision and strategy aim to innovate the industry and support Canadians in achieving their financial goals.

Join our team to engage in continuous learning and skill development in a supportive environment. Experience the best of both worlds with our hybrid work environment, where you spend three days a week in the office, connecting, collaborating, and enjoying quality time with your amazing colleagues! Our Values: Be better; we strive for improvement in everything we do. Be accountable; we foster clarity and are empowered to act responsibly. Be a team; we are united to drive collective impact to achieve our goals.

Position:

We are currently hiring an intern looking for a winter term position, January to April 2026 in our Toronto office. 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:

- **Small Projects:** Collaborate with vendors and stakeholders to oversee and manage small-scale projects.
- **Support Strategic Initiatives:** Assist the real estate team with strategic initiatives across various areas, including leasing, data/reporting, project delivery, and operations.
- **Presentation and Reporting:** Prepare presentations, compile status reports, administer contracts, and take detailed notes during meetings.
- **Problem-Solving:** Aid the team in problem-solving and decision-making processes to ensure effective and timely responses.
- **Maintenance and Repairs:** Handle inquiries related to maintenance and repairs and assist in resolving these issues promptly.

Requirements:

- Registered students returning to school in 2026 in a related field (BCom, BA, BSc, etc.)

- **Communication Skills:** Effective verbal and written communication is crucial for interacting with tenants, vendors, and team members
- **Problem-Solving Abilities:** Aptitude for identifying issues and implementing effective solutions promptly
- **Teamwork:** Collaborating effectively with team members to support various projects and initiatives
- **Time Management:** Efficiently managing time to balance various responsibilities and meet deadlines
- **Customer Service:** Providing excellent service to maintain positive relationships and high satisfaction levels
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To apply, please include a resume and transcripts (full unofficial version) by September 21, 2025, at 11:59 pm EST.

IGM 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.

Mackenzie Investments is an accessible employer committed to providing a barrier-free recruitment experience. If you require 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.

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