REAL ESTATE INTERNSHIP

Overview:

We are seeking an intelligent and self-motivated student for a 12 week Summer Real Estate Internship Program. The program is designed to give the candidate an exposure to a variety of real estate services and practices.

Duties and Responsibilities:

The successful candidate will have the opportunity to apply current coursework theory and knowledge to ongoing projects and gain valuable real estate job experience in the following areas:

- Evaluation of potential property acquisitions using the Multiple Listing Service
- Tracking purchase negotiations and analyzing market trends
- Tracking real estate inventory data and producing weekly summary reports
- Researching property transactions to find customer leads
- Spreadsheet maintenance and manipulation (requires excellent Microsoft Excel skills)
- Manage the company social media posts
- Create & manage online marketing campaigns advertising properties for sale or rent
- Use data compiling software to create mailing lists of potential home sellers or potential investment funding customers
- Use the mail merge function within excel and word to create direct mail campaigns
- Clerical work for ongoing business operations
- Student will have opportunity to expand role over time

Job Requirements:

- Qualified internship candidates have completed their sophomore year of college; junior or senior preferred
- Possession of solid academic achievement (3.0 GPA or higher) is desired.
- Strong analytical and logical reasoning skills
- Ability to work independently with minimal supervision
- Proficiency with basic Microsoft Office Suite (Word, Excel, and PowerPoint)
- Involvement in student activities and/or some work experience.
- Must have basic office skills including: the ability to perform basic math, operate a calculator, be able to operate standard office equipment, and be able to create/maintain filing systems
- Superb communication skills and professional demeanor and be able to interact with all levels of employees. Ideal candidate has a positive attitude.
- Must have organization and planning skills; the ability to work in a fast-paced environment; and have the ability to juggle multiple priorities.
- Excellent attention to detail.
- Ability to maintain strict confidentiality

NOTES and QUESTIONS to ask: