



**Beta Agency Inc.** is a commercial real estate transaction and advisory platform that is supported by market intelligence, marketing, and analytics. At Beta, we collaborate with our clients to create strategic solutions to enhance the real estate transaction process. Our team implements creative design, analytics, and advisory services to create a competitive advantage in the marketplace.

Beta's summer internship program will provide an in-depth view into the real estate advisory process, offering hands on experience to build a strong foundation in which you can build your commercial real estate career.

**General Duties & Responsibilities:**

- Conduct property and company specific research and due diligence
- Assist in creating and editing marketing materials for presentations
- Research and analyze market data
- Lead and manage internal initiatives
- Update and manage prospects in our databases
- Provide ongoing support to our team in their day-to-day processes.
- Other duties as assigned

The ideal candidate will be a rising college Junior or Senior. We are looking for someone who is self-motivated and displays a genuine interest in a long-term career in real estate.

**General Qualifications:**

- Aptitude in problem solving, decision-making, and critical thinking
- Enjoys working in a collaborative work environment
- Capacity to prioritize and multi-task
- Ability to network and foster strong professional relationships
- Strong organizational skills
- Ability to work independently
- Experience with website services, and Microsoft office (excel, PowerPoint) preferred

**Details:**

- \$15/hour
- Monthly employee engagement events
- Located in El Segundo, CA
- Start Date: Beginning of June
- End Date: End of August
- Proof of Covid vaccination required