



Job Description

Title	Brokerage Intern
Business Line	Brokerage
Location:	San Francisco
	Florida
Duration:	June 6 th - August 13 th (approximate)
Compensation	\$20/per hour

Purpose of Position

As an intern you will be responsible for providing a platform of comprehensive commercial real estate market data, information, resources, research and reports to support the sales, leasing and marketing efforts of our Client Services employees and brokers on our Brokerage Retail Team.

You enjoy doing something different every day and taking up new challenges. You take initiative, can multi-task, prioritize and work both independently and as part of a team. You have a keen interest for commercial real estate and are curious to learn about the industry.

Essential Functions & Job Duties

- Create and maintain a database of relevant contacts (prospects, etc.), and conduct additional property related research as needed.
- Make phone calls to relevant market participants to gather data not otherwise available.
- Work with leadership to help produce research and commentary for market reports.
- Provide other office support as required.
- Perform other duties as assigned.

Required Education, Experience and Skills

- You are enrolled full-time at a college or university
- Proficiency with Microsoft Office skills (Word, PowerPoint and Excel).
- Passion and interest in the commercial real estate industry
- Possess strong computer skills, including intermediate – advanced knowledge of Microsoft Office products such as Excel and Access.
- Commercial real estate experience is an asset