

# JLL Retail Property Management Internship

## **ABOUT OUR INTERNSHIP PROGRAM: JLL Retail Property Management is Hiring!**

Take the opportunity to start your career early in the commercial real estate field! Spend time learning what it's like to work in the fast-paced, entrepreneurial, team-oriented environment at JLL. Interns are an important part of what makes JLL a great place to work. Within our program, interns are an integral part of our team working alongside our Retail Property Management group and other associates. You will gain valuable insight into the commercial real estate industry while being exposed to multiple lines of business over the course of your internship.

## **JOB SUMMARY**

- This position will provide support to our Retail Property Management team in various departments.

## **MAIN RESPONSIBILITIES**

- Fundamentals of Retail Leasing across property types
- Understand how to read management agreements and leases
- Crafting a deal – new and renewals, key components of deals, negotiations
- Canvassing & Networking
- Marketing for Leasing
- The proper way to prospect
- Optimize a center's tenant mix
- Financials of Retail Property Management
- Project Management
- Client communication
- Operations
- Tenant Relations
- Property Management Administration
- Exposure to JLL Systems – Dealtrack, Dealio, Yardi
- Other duties as assigned.

## **QUALIFICATIONS**

- Current Junior or Senior undergraduate students majoring in:
  - Real Estate; Finance; Any Business-Related Major
- Desire to work in the Commercial Real Estate/Property Management industry

## **SKILLS AND ABILITIES:**

- **A relationship builder.** Both verbal and written communication skills are vital, and, of course you'll be good at establishing relationships with all levels of the organization & external clients.
- **Tech minded.** The real estate industry is consistently changing with technology. You'll need to make technology work to your advantage. You must demonstrate proficiency in the use and application of technology tools and continually seek opportunities to develop your skillset.
- **An achiever.** You'll have a proven track record of results as we'll expect you to act decisively, think big, and manage your time to meet deadlines in a fast-paced, high volume environment. Most importantly, you'll want to contribute to a diverse, supportive, and talented team

*JLL is committed to creating an inclusive work environment that respects all people for their unique skills, backgrounds and professional experiences. We strive to hire qualified, diverse candidates, and we will provide reasonable accommodations for known disabilities.*

*We do not offer relocation assistance or housing for our internship program.*

*Permanent US work authorization required.*