



Leasing Summer Internship (Atlanta Office)

The Leasing Intern will be responsible for supporting the Leasing department in a generalist capacity while participating in all tasks regarding the leasing of a space at Phillips Edison & Company. This position will provide a hands-on experience focused on demonstrating the interworking of a leasing agent. The Leasing Interns will report to the Regional Vice President of Leasing for the Atlanta office while working day-to-day under experience Leasing Agents.

Essential Duties and Responsibilities:

- Due Diligence and Property Tours
- Marketing & Research (broker list development, flyer development, targeted mailings, post cards, research requests)
- Merchandising (Evaluation, strategy and planning)
- Networking and follow-up
- Prospecting (lead development, canvassing, social media marketing)
- Letter of Intent and Lease Negotiation

Education / Experience Requirements:

- Current student actively pursuing a Bachelor's degree in Sales or related business field
- Minimum GPA of 3.0
- Previous co-op or internship experience strongly preferred
- Strong written, verbal and interpersonal skills, the ability to interact with a variety of groups internally and externally, including senior leaders
- Ability to multi- task on various projects with hard deadlines; must be able to prioritize and manage time appropriately for recurring duties and ad hoc tasks as they arise