



Leasing Intern – Cincinnati 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 Intern will report to the Regional Vice President of Leasing for the Cincinnati office while working day-to-day under experienced Leasing Agents in our Cincinnati office for the Summer 2022. Travel to properties will be required but transportation will be provided if properties are not local to Cincinnati area.

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). This will include cold calling.
- Letter of Intent and Lease Negotiation.

Education / Experience Requirements:

- Current student actively pursuing a Bachelor's degree in Sales or related business field. Preference given to students heading into Junior or Senior year.
- Previous internship or work experience preferred. Successful candidates will have had customer facing experience in a professional environment whether through internship, retail stores, student call centers, restaurant or other applicable experience. Must be comfortable interacting and approaching people through a variety of communication methods such as phone, email, in-person and social media.
- 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.

Start and End Dates:

- This internship will run for a minimum of 10 weeks and as many as 12 weeks.
- Approximate Start Date: Monday, May 17 or Monday, May 24.
- Approximate End Date: Friday, August 5 or Friday, August 12.

Compensation:

- \$17 – \$19 per hour depending on experience.