



Commercial Real Estate Internship

REAL PROPERTY SPECIALISTS INC. is Central Florida's leading full-service commercial brokerage/leasing, property management, and development company.

Real Property Specialists, coupled with **CCS Construction** (a commercial construction company) is rapidly growing and would expose the intern to hands-on experience in every key area of commercial real estate: from stage one of identifying a desirable piece of land, to designing / permitting / constructing a project and negotiating leases with tenants... all the way to ongoing operations and maintenance of a retail or self-storage property. Training and shadowing of mentors in multiple departments is provided, while also offering much interaction with outside vendors, peers and professionals.

This paid internship would be full-time through the summer with the opportunity for part-time work through the school year. **The perfect candidate is a rising junior or senior or recent grad that resides in Orlando, FL.**

We are looking for longevity-- someone who wants to belong to a small close-knit office and who understands they will be essential in setting a foundation for all departments to run smoothly.

Work schedule: Monday thru Friday from 9:00 am to 5:00 pm. This is an hourly paid (\$15/hour + healthcare) position.

REQUIREMENTS/SKILLS:

- Experience with Microsoft Office, GMAIL, and social media
- Strong organization skills.
- Ability to take initiative and have internal time management skills.
- Professional attitude with excellent written, typed, and oral communication skills.

JOB SUMMARY:

- Management of the construction processes impacting Premises delivery (walk-throughs, construction plans, signage, design criteria, etc.)
- Operation of phones (make sure Leasing calls are contacted and followed up on)
- Canvass local retailers to generate new leasing/agent leads and research competitive market information
- Organize and maintain Tenant and Insurance Files
- Assist Accounting/legal department
- Support Property Managers
- Social Media marketing