

DATE April 2022

JOB DESCRIPTION

JOB TITLE	Intern	EXEMPT	
DIVISION	Brokerage	NONEXEMPT	X
REPORTS TO	Market Leader		

DESCRIPTION

SRS Real Estate Partners has a paid internship opportunity in its (location) office. The ideal candidate will have a real estate or business background. This internship is a great opportunity to gain firsthand experience in the retail real estate industry. The intern will conduct market research and generate client leads, with responsibilities including but not limited to:

- Performing market research and analysis
- Identifying potential clients, generating lists, and cold calling
- Participate in creating presentations
- Assisting with maintaining company databases and files
- Make copies, scan documents, filing
- Organize, maintain files and records
- Performing special projects as needed
- Assist prospects in accessing vacant space

QUALIFICATIONS

- Minimum third year college student or recent college graduate with a degree in Real Estate or Business
- Desire to learn
- Strong organizational, interpersonal, and communication skills
- Strong working knowledge of Microsoft Outlook, Word, Excel, PowerPoint and Adobe Acrobat
- Effective at multi-tasking and quickly prioritizing in a fast-paced and professional work environment

LEARNING OBJECTIVES

- Understanding business trends, nationally and locally
- Understanding growth sectors of the market, recognizing consumer/retailer needs
- Site Intelligence for Tenant Services.
- Apply Client parameters to find solutions
- Collaborate on projects to create Client Tours
- Intimate knowledge of CoStar, GIS, and Google Earth software
- Lease analysis tools
- Working knowledge of retail properties/clientele
- Market analysis for clients based on target audience/consumers
- Learn how to Canvass!