

**DATE** January 2020

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	<u>Intern</u>		
<b>DIVISION</b>	<u>Brokerage</u>	<b>EXEMPT</b>	<u>      </u>
<b>REPORTS TO</b>	<u>Market Leader</u>	<b>NONEXEMPT</b>	<u>  X  </u>

### **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 Canvas!