JOBS DESCRIPTION

JOB TITLE  Intern

DIVISION  Brokerage

REPORTS TO  Market Leader

DESCRIPTION

SRS Real Estate Partners has a paid internship opportunity in several office locations across the US. 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

• Current sophomores (rising juniors) and current juniors (rising seniors) 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!