



## **SUMMER 2021 INTERNSHIP OPPORTUNITY**

**TITLE:** Development Intern

**DEPARTMENT:** Development

**REPORTS TO:** Development Manager

### **The Development Intern will be exposed to and provide support in the following areas:**

- Special project relating to strategic areas of focus for Seritage.
- Monitoring and organizing project plans, schedules, marketing brochures, budgets, and relevant items for various departments to ensure deadlines are met in a timely manner.
- Assisting and researching property specific information.
- Assisting DMs in tracking their deliverables and assist in updating reports.
- Assisting in interfacing with 3<sup>rd</sup> parties, such as consultants, architects, brokers, product or marketing reps, tenants, government entities.
- Assisting with preparation of meeting materials.
- Participating in various departmental weekly meetings.
- Other assignments/projects as assigned by management.

### **Qualifications:**

- Upperclassman (Junior, Senior) obtaining a bachelor's degree in Architecture, Real Estate, or Business Management preferred.
- Strong analytical skills.
- Demonstrate an ability to communicate effectively, both orally and in writing, with all levels of management, and external contacts.
- Exhibit effective interpersonal skills.
- Be familiar with use of Microsoft Office suite including Word, Excel, Access and PowerPoint.
- Experience with AutoCAD preferred.

**Location:** New York, NY and/or Los Angeles, CA

**Pay:** \$15/hour

***Seritage strongly supports the expansion of diversity in commercial real estate, so applications from women and people of color are strongly encouraged.***

**NYSE: SRG**