



Job Description

Job Title: Acquisitions & Dispositions Intern

FLSA Classification: Non-Exempt

Reports to: Acquisitions and Dispositions Intern

Date: January 2022

The Acquisitions & Dispositions Intern is responsible for supporting the day-to-day operations of the Disposition Team and assisting in the sale of SimonCRE developed properties. This will be carried out through; assisting with marketing campaigns, tracking market trends, updating & maintaining prospect databases, data mining, etc. Beyond this, our intern will have the opportunity to learn about commercial real estate development and will be exposed to large price-point investment sales transactions, the process of selling newly developed assets, and what it takes to work on a dynamic & fast-paced team. This role is intended to be hands on, in a team-oriented environment, whereby the individual will work alongside the Acquisitions & Dispositions Manager and Associate to meet overall team goals.

Essential Duties – Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Research ownership records, market data, and industry trends
- Develop and utilize calling program for creating acquisition and disposition opportunities
- Input and maintain all prospective buyer and broker contact information in the CRM
- Assist in curating reports to track dispositions volume for the Company
- Help maintain workflow of listed properties in the CRM
- Assist in content creation for marketing flyers, OMs, and the posting of properties on listing platforms
- Participate in preliminary underwriting and screening of possible dispositions to ensure information presented during marketing campaign is accurate
- Assist with valuation when asset is ready to be sold
- Review drafts of LOIs and Purchase Contracts with Acquisitions Manager or Associate
- Aid in communication with other real estate professionals including owners, developers, appraisers, and brokers on a regular basis

Marginal Duties

- Assist with pro forma modeling as needed for acquisitions and dispositions
- Tour properties with potential purchasers as needed
- Attend internal SimonCRE team meetings as appropriate
- Attend local CRE networking events with Associate & Manager

Qualifications

To perform this internship successfully, an individual must be motivated to learn each essential duty to SimonCRE standards and have a passion for learning the commercial real estate industry. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess excellent communication skills and exchange information with others accurately.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Exceptional organization in managing time with the ability to prioritize multiple projects simultaneously and meet strict deadlines.
- Pending Postsecondary Education preferred but not required (Real Estate Concentration a plus)

The ideal candidate should have a positive, can-do attitude and...

- **Be First. Be Fast. Persist.** Plain and simple: we're responsive, quick to action, and we tirelessly fight through everyday challenges.
- **Do More. Be More.** We believe that if we're not exceeding expectations, we're not doing enough. On every level, we do more because that's how we're wired.
- **Be Direct. Show Respect.** We're straight shooters when it comes to our clients and team. Honesty and respect go a long way in the world of business. And life.
- **Be Flexible. Embrace Change.** Every day is a new day with new challenges. We know that's just how the world works. So, we're always prepared to adapt in order to succeed.
- **Be Inspired. Be Proud.** We're motivated to do work that inspires us. We have pride and passion in everything we do.
- **Say It. Own it.** Accountability is key here at SimonCRE. So, we say what we mean and do what we say.
- **Dream Up. Team Up.** We dream big and work together to make things happen. Around here we KNOW teamwork makes the dream work.
- **Be Helpful. Build Trust.** When people think of us, we want them to think of a company that is nothing but helpful.

Supervisory responsibilities- None

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- General office environment
- Occasionally works in outdoor weather conditions

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to remain in a stationary position for long periods of time
- Minimal lifting and carrying up to 25 pounds
- Frequently works in outdoor weather conditions

Required Education, Experience, Licenses

- High school diploma or equivalent required
- Enrolled in a Four-year college degree program
- Proficient with Microsoft Office including Word and Excel as well as calendar management and general technology is required
- Experience with Mac iOS is a plus
- Valid Driver's License

SimonCRE provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by:

Manager _____ Date _____

HR _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____