



TRADE MARK

Title: Intern – Asset Management / Finance

Compensation: \$ 15/ hour

Reports to: Financial Analyst

Overview

Ideal candidate would be a student of finance/real estate and have a desire to develop within the real estate industry. Candidate should be enthusiastic and have a high energy level. Candidates should desire a flexible work environment and be willing to help out wherever needed. Candidates must have proficient Excel, Word, PowerPoint and internet research skills.

Specific Areas of responsibility would include:

- Perform and coordinate site due diligence
- Assisting with the securing of entitlements
- Prospective markets research and review
- Preparation of marketing materials
- Financial analysis including preparation of “what if” scenarios
- Master planning / public subsidy coordination
- Coordination of fund reporting to capital partners
- Assisting in creation of ranking system based on relative value
- Cultivating consultant network
- Helping identify market opportunities

Qualifications:

- College student or relevant experience
- Real estate experience a plus
- Candidate must be enthusiastic, intelligent, creative, flexible, have a great attitude, have strong technical aptitude and a desire to understand the real estate process.
- Able to commit to working 3x per week; a minimum of 12 hours per week
- Must have reliable transportation & their own personal laptop that can be used to work remote if necessary
- Ability to work under pressure and coordinate numerous activities for a variety of people
- Strong interpersonal, oral and written communications skills required
- Strong executive presence required