



Leasing, Marketing, and Operations Internship Description

Role Summary:

This is an exciting opportunity to join the Trinity team with an opportunity to expand your knowledge of real estate with a focus on leasing, marketing, and operations. Reporting to the Vice President Leasing, the Leasing, marketing, and operations Intern will work to support the team leaders of these business functions in day-to-day tasks including the following general description of roles and responsibilities:

Primary Responsibility

Administrative

- General administrative assistance
- Maintain schedules, calendars, and coordinate meetings
- Compile materials for projects and presentations
- Process expense and mileage reports
- Format and distribute correspondence such as reports, letters, memos, minutes, excel spreadsheets, agendas, presentation packages with accuracy and on-time delivery
- Maintain and update Outlook contact list and update project responsibility matrix
- Other administrative tasks as required
- Create and enter PO's
- Creating meeting agendas

Leasing

- Assist with preparing leasing documentation and reports
- Manage key dates associated with tenant leases
- Coordinate and conduct property tours when required
- Monitor all existing tenancies and monitor expires
- Cold calling (canvassing prospective tenants), including managing cold inquiries and emails from prospective tenants/brokers
- Understand markets, projects, and sites thoroughly; may include periodic site visits
- Complete leasing site plan updates, and updates to Trinity directory and brochures
- Maintain input of information required on monthly report to senior management (ie. Vacancy report and renewal report)
- Maintain pulse on industry by subscribing to various industry publications, reviewing trends, and reviewing retailers in expansion mode
- Coordinate payment of tenant allowances and commissions

Marketing

- Manage marketing initiatives such as the Trinity Directory and individual brochures, E-blasts, quarterly updates, Developer's and Chains posts, LinkedIn, Instagram
- Follow and link Trinity related news stories to Trinity website

- Assist with design and installation coordination of marketing materials/signage
- Maintain accurate information for Trinity website

Operations

- Vendor contracts/tender package renewals come the end of the summer
- Mid-year review of our sites to ensure tenant insurance and site inspections are up to date
- 2021 year-end adjustments will, hopefully, have been completed so sending emails to tenants to claim credit against next months rent/pay with next months rent
- Lease reviews (in conjunction with Kira) for tenants with termination rights/development rights/available renewal options
- Sending welcome packages/ensuring deposits are collected/insurance is collected before possession

Core Competencies:

- Student currently enrolled in or Real Estate/Business
- Embrace Trinity's Mission, Vision and Values:
- Integrity
- Mutual Respect
- Innovation
- Entrepreneurship
- Dedication
- Model and implement Trinity's standards of excellence; both internal and external
- Positive attitude and enthusiasm
- Superior communication and English language skills, oral and written
- Effective listening skills and ability to give and receive constructive feedback and share ideas
- Highly organized with attention to detail
- Superior planning and prioritization skills; strong ability to multi-task
- Problem solving – resolution focused, execute sound judgment and decision making
- Punctuality and dependability
- Take initiative and meet deadlines