



## **Job Description**

### **CONSTRUCTION/TENANT COORDINATION INTERNSHIP**

#### **Who We Are:**

Vestar is a nationally recognized leader in the acquisition, management, leasing, development, and construction of retail real estate with a significant market share in the Western US. Vestar has over 30 million square feet currently under operation and management and has been acknowledged by both institutional and private-client investors as an industry leader.

Since its inception in 1989, Vestar has become synonymous with integrity and responsibility. As one of the leading privately held real estate companies in the western United States, Vestar acquires, develops, and manages retail and entertainment destinations of varying size and scale that serve as destinations and community focal points.

#### **Summary/Objective:**

The position of the Tenant Coordination intern is to gain a better understanding of the Commercial Retail Property construction processes – from the documentation phase, infield site tours, construction plans development, city processes/permitting, signage and tracking/reporting accountability.

#### **Overview – Summer Internship:**

- Location: Phoenix, AZ
- Duration: 10-weeks, with a possibility of an extension during academic year
- Time Commitment: Approximately 40 hours per week
- Compensation: \$18.00/hour

#### **Overview – Academic Year Internship:**

- Location: Phoenix, AZ
- Duration: Each semester (approximately 15-weeks)
- Time Commitment: Approximately 12 hours per week
- Compensation: \$18.00/hour

#### **Essential Functions may include:**

- Abstraction of retail lease documents, purchase and sale documents, coordination of Landlord delivery obligations
- Intra-company communications informing all departments of critical dates and performance obligations
- Coordination of pre-construction meetings between the tenant and landlord departments
- Management of the leasehold processes impacting premises delivery (walk-throughs, construction plans, signage, design criteria, etc.)



- Coordination of the post-construction meetings to close-out project related construction activities
- Assisting Construction Managers and Tenant Coordinator Directors with Tenant Improvement Projects
- Getting tenants open for business in the projects

**Competencies:**

- Proficiency with Microsoft products: Excel, Word, and Teams
- Strong time-management and organizational skills
- Strong analytical and problem-solving skills
- Strong communication skills (verbal and written)
- Excellent interpersonal skills
- Great attention to detail

Candidate must be in their Junior or Senior year at an accredited 4-year College or University with a focus in Science/Engineering – architecture, construction engineering/management, environmental and resource management and civil engineering. The ideal candidate should maintain a GPA of 3.0 or better.

Vestar is an equal opportunity employer. We celebrate diversity in our workplace and we hire the most qualified candidates without regard for age, ethnicity, gender, gender identity or expression, language differences, nationality or national origin, family or marital status, physical, mental, and developmental abilities (or the perception of a disability), genetic information, race, religion or belief, sexual orientation, skin color, social or economic class, education, work and behavioral styles, political affiliation, military service, caste, or any other characteristic protected by law.

Eligibility: Applicants must have valid work authorization that does not now and/or will not in the future require sponsorship of a Visa for employment authorization in the U.S. by Vestar.