



Job Description

PROPERTY MANAGEMENT INTERNSHIP

Who We Are:

Vestar is a nationally recognized leader in the acquisition, management, leasing, and development 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 Property Management intern is to provide the property management department with support in various tasks while learning the different disciplines (administrative, marketing, Assistant Property Manager and Property Manager). The property management team will be responsible for teaching and keeping the intern engaged with tasks.

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:

- Assisting with Certificate of Insurance tracking – both vendor & tenant
- Assisting with Gross sales tracking, input and analysis
- On-property interaction with merchants to deliver marketing materials and other general property needs
- Inspect vacancies and project for maintenance deficiencies
- Work on miscellaneous projects as they arise
- Join Property Manager or Assistant property manager on occasional site inspections



- Assist in property dispositions
- Sit in on leasing/operations calls with clients
- Update/create all tracking spreadsheets (exclusives, co-tenancy, etc.)
- Financial analysis and understanding
- Lease and other document analysis

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 at an accredited 4-year College or University with a focus in Business Administration – accounting, management, finance, or real estate. 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.