

**Job Title: Commercial Real Estate Intern**

**Location: Investment Realty Company**

**Physical Address:**

**14100 San Pedro, Suite #300, San Antonio, TX. 78232**

**Reports To: Connie Raub**

**Operations Manager**

**Job Status: Part-time or Flexible Schedule**

**GPA Requirement:**

**3.00 or Higher**

**Grade Level: Junior or Higher**

**Compensation: Paid Position**

The ideal candidate will assist in providing a wide array of services, including but not limited to data collection and input, analyses, report preparation, research and production for the real estate team. The individual should work well independently or as a team player, possess strong verbal, written, and problem solving skills with excellent attention to detail. The candidate understands priority processing and is capable of performing tasks with a sense of urgency. This incumbent needs to be a polished and professional self starter with high business ethics dedicated to providing timely, accurate and quality support.

Essential Job Duties:

Assists in the preparation, updating and/or changes of documents.

Researches land and properties as directed. Assists in managing an ongoing database of research as it is compiled. May be asked to drive an area to gather information on the surroundings, companies and sites listed "For Sale."

Assists in database management and updates.

Assist brokers /staff with requests for queries and reports.

Assists with the overall compilation of market statistics for reporting purposes.

Assists marketing with data gathering for presentations and marketing materials

Assists in reporting or gathering statistics for local, regional and national publications. Assists with the development of graphics indicating market trends by using charts, tables, and graphics.

Assists in phone calling to gain information for research related activities.

Assists with working the front lobby desk, answering the telephone, routing calls, and greeting guests.

Provides additional support through copying, faxing, and mailing as requested by assigned staff.

Other functions:

Handle other duties as specifically designated by management team.  
Maintain good working relationship with clients, broker and employees, providing assistance or directing them to the appropriate department to resolve questions or issues.

### **Requirements:**

High school diploma and a minimum of 3 years of college with an emphasis in Real Estate and Business.

Previous related work experience preferred.

Ability to be creative and flexible in order to meet deadlines while working with changing priorities.

Basic Proficiency in Microsoft Word, PowerPoint, Excel, Access and Outlook software.

Excellent organizational abilities.

Strong proofreading and editing skills.

Excellent business vocabulary, grammar, and effective communication skills.

Ability to maintain discretion regarding personnel and industry-related matters.

Excellent interpersonal skills.

Must be detail oriented to ensure accurate deliverables.

PC familiarity, with strong skills in spreadsheet preparation and database management and Web related searches.