

Assistant Broker Internship

Full Job Description

This NAI Global [Insert Firm Name Here] Internship program is a paid summer opportunity where rising junior and senior college students gain meaningful experience in preparation for a career in commercial real estate.

Your future is important to us. Our internships include a unique opportunity to work with successful agents, dedicated one-on-one and class-based trainings, as well as in office day-to-day CRE agent experience. We also provide opportunities for networking with senior agents and industry events.

We want students that are motivated, driven, creative and looking to thrive in a fast-paced environment

Assistant Broker Internship Position

Your role as an Assistant CRE Broker will be to support a senior broker or team of brokers in closing CRE transactions. This is a great opportunity for interns to get a solid foundation of CRE sales, mortgages/financing, contracts and property management.

Responsibilities Include:

- Assisting brokers with day-to-day transaction activities
- Provide research and information on client properties, market analysis and property valuation
- Learn and help brokers/agents with various sales strategies, including prospecting, lead generation, cold calling, networking and other techniques to maintain business
- Provides marketing and financial reports
- Updates database and sales tracking activities
- Works on projects or other activities as needed

- **During the course of the internship program, interns will:**
 - Gain real-world commercial real estate experience
 - Opportunity to work on high-impact projects that contribute to the company's profitability
 - Attend informal meetings and day-to-day connections and conversations with senior agents
 - Exposure to CRE and the different departments and functions of a CRE brokerage firm
 - Gain access to education and training opportunities covering multiple aspects of a career in CRE
 - Potential for full-time employment upon successful completion of the internship program

Qualifications:

- Driven and entrepreneurial junior/senior pursuing a degree in business, finance, economics or real estate
- Proactive and willingness to take action, jump in and contribute
- Strong communication, verbal and written skills
- Can work in a team environment
- Coachable, takes direction easily
- Proficient in MS Suite: Word, Excel and PowerPoint
- Ability to thrive under pressure

- Attention to detail
- Ability to build and maintain relationships
- Service oriented attitude

[Insert NAI Firm Company Overview Here] *Our mission is to help our clients create and preserve wealth by providing the best real estate investment sales, financing, research, and advisory services available.*

[Insert NAI Firm Name Here] is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state or local law.

We want students that are motivated, driven, creative and looking to thrive in a fast-paced environment

Your role as an Assistant Broker Intern will be to support our top producing CRE brokerage team with ideals spanning an entire transaction from managing a deal, the escrow process for CRE listings, from contract to close.

Ready to begin your Commercial Real Estate Career?

Submit your application, or should you have any questions regarding the Internship program, please send us an email via (email).