

Assistant Property Manager 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

Appraisal Property Manager Internship Position

Your role during the assistant property manager internship will support the team in coordinating all property management, maintenance, operations and financial reporting. In addition, you'll also assist in building relationships with property owners, tenants, vendors and contractors.

Responsibilities Include:

- Coordinate with Property Manager (PM) all property related documents including work orders, service requests, letters, proposals, rent and expense payments
- Compile information to prepare: lease abstracts, vendor insurance certificates, vendor service agreements, vendor invoices and service records and other related documents
- Prepare or update property emergency call lists of tenants
- Assist PMs in financial reporting, monthly billing and tenant rent and other financial 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 junior/senior pursuing a degree in Business, finance, economics or real estate
- Proficient with MS Word and Excel
- Ability to work independently with little supervision, but can also work well with a team
- Strong written and oral communication skills
- Customer service skills or experience are a plus but not required
- Proof reading and editing skills
- Attention to detail

[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 Property Manager 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).