

Transaction Coordinator 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

Transaction Coordinator Internship Position

Your role as a Transaction Coordinator 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.

Responsibilities Include:

- Assists agents in managing deal flow during the sales process
- Manages escrow process for CE listings from contracts to close
- Prepare and maintain accurate documents including Requests for Information (RFI's), Letters of Intent (LOI's) and Requests for Proposal (RFP's)
- Update and maintain various information databases
- Assists with marketing and communication as needed
- May perform other duties as assigned

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

- Rising junior/senior pursuing a degree in Business Finance, Real Estate or related field
- Proficient in Microsoft Suite
- Strong organizational, communication and interpersonal skills
- Versatile/flexible with a willingness to take on new responsibilities and tasks as needed.
- An ability to work as part of a team and establish good working relationships

[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.

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 [Insert Email Here].