



Intern Summary:

To learn the fundamentals of commercial real estate by identifying, analyzing, and abstracting property information. To provide both our client and our team with valuable information that can be used more efficiently through the consolidation of critical data.

To learn an overview of the services we provide our clients to better understand commercial/corporate real estate.

Qualifications:

- Attention to detail.
- Consistency in quality of work.
- Communicate with supervisor for clarification on pertinent issues.
- File management and organization.
- Provide excellent customer service.
- Proficient with Microsoft Word and Excel
- Must be a Junior, Senior or recent college graduate

Technical Skills:

- Develop a working knowledge and understanding of property documents such as leases, contract amendments, deeds, title policies, letter agreements, etc.
- Consolidate information concerning the client's real estate documentation for their numerous locations.



- Able to interpret document terminology.
- Research necessary supplementary or incomplete information.
- Special projects/reporting as determined by Supervisor.
- Able to accurately step out rent schedules within an abstract.

Professionalism:

- Displays excellent verbal skills that result in clear, concise, informative, value-added conversations.
- Displays professional written skills when interacting with internal and external parties (i.e.: email, letters, fax covers, etc.)
- Consistently arrives to work on time and stays focused throughout the day.
- Maintains a professional image through appearance and attitude while at the office and at work events.

Culture Match:

- Client/Team Focus- Actions enhance the success of others (e.g., internal and external clients).
- Learning Aptitude- Inherent ability and desire for learning and understanding.
- Adaptability- Behavior is flexible and effective in dealing with changing situations.
- Initiative- Proactively sets and achieves goals beyond standard expectations.
- Creativity- Develops new ideas and insightful approaches to address specific situations.

To apply, please send a resume and cover letter to Tom Powers at

tpowers@wrginc.com



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