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# Example of Estate Intern Job Description

Our growing company is searching for experienced candidates for the position of estate intern. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for estate intern

* Maintain Construction Schedule versus progress report
* Maintain Construction Log and Meeting Minutes
* Interface with Project Architect and Construction Manager
* Work on Lease Construction Renovation’s as required
* Monitor construction projects and assist where needed
* Work with VGRE Project as required and the JLL Database as required
* Assist in the collection of facility equipment data
* Entry of facility data into IFS in order to populate database for preventative maintenance scheduling
* Consolidation of facility drawings and schematics and integration into IFS database
* Generation of spare parts lists for facility equipment

## Qualifications for estate intern

* Knowledge of Corporate Real Estate preferred
* Second or third-year Real Estate/Finance Student, or MBA student
* Completion of investment real estate appraisal courses
* Willingness to complete education and development through Real Estate and/or Finance/Analysis courses
* Previous experience through accomplished internship in an investment bank is advantageous
* Must be pursuing a Bachelor's degree with a GPA of 3.0 or higher