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# Example of Estate Intern Job Description

Our company is growing rapidly and is hiring for an estate intern. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for estate intern

* Assist in credit analysis, preparation of deal screening memos, new credit approval requests, loan closings, and annual reviews of existing client relationships
* Participate in Team Meetings, Capital Markets calls and broader Commercial Banking calls
* Participate in deal screen presentations and credit approval meetings
* Work as part of the deal team on a deal screen or new transaction
* Participate in client meetings or conference calls
* Network within the commercial bank and ask questions about specific roles
* Complete other tasks and special projects as required
* Business case preparation for real estate related projects
* Financial modeling related to real estate projects
* Review and interpret various types of real estate documents

## Qualifications for estate intern

* Basic competency with AutoCAD desirable
* Statistical Analysis is critical for the role
* Possess excellent verbal/written communication skills, strong sense of urgency, detail oriented, team player, strong customer service skills, and exercises professionalism
* Seeking majors of Construction Management, Architecture, Construction Engineering, Civil Engineering and Mechanical Engineering
* Capable of reading Construction Documents and interpreting Construction Documents
* Academic knowledge of Structural, Mechanical and Electrical Construction