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# Example of Real Estate Intern Job Description

Our company is searching for experienced candidates for the position of real estate intern. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for real estate intern

* Analyze and identify cost reduction/improvement opportunities
* Audit and label assets currently in use
* Learning brand guidelines and vetting requests for brand approval
* Participating in multiple projects for internal clients
* Attend meetings, note taking and briefings with internal partners
* Coordination of meetings and communicating and follow ups with external vendors
* Creating High-Level Projects & Tasks in Mavenlink
* Use all software programs needed to fulfill creative requests
* Track and monitor comments from Chatter and direct to appropriate creative team member
* Doing real work that has a meaningful impact

## Qualifications for real estate intern

* Eligible students should possess a 3.0 GPA as indicated on their official transcript
* Desire to become a successful commercial real estate broker
* Entering junior year, senior year, or Master’s program with an emphasis in real estate or finance preferred
* Demonstrated proficiency with all applicable software packages, including word processing, graphics, and spreadsheets
* Extremely high energy
* Organized - Creates, implements, and utilizes efficient systems and methods to maintain a highly-organized and neat workspace and office