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# Example of Real Estate Intern Job Description

Our innovative and growing company is looking to fill the role 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

* Support the production of information material for external parties
* Assist with the due diligence process, including appropriate documentation, data management and filing, internal and external coordination (fund managers, external brokers, banks)
* Support acquisition/disposition processes for selected investments
* Work on cash-flow calculations and business plans, analyse data
* Contact external parties (brokers) as required
* Assess and create models for acquisition opportunities
* Create and analyze market comp data for each specific acquisition opportunity
* Property Due Diligence for acquisition opportunities
* Organize and maintain easement and condemnation related projects
* Prepare presentations for acquisitions and new business opportunities

## Qualifications for real estate intern

* Ability to work effectively as a sole contributor and on teams with minimal supervision
* Hands-on experience with mechanical/electrical/plumbing/chemical, environmental and real estate management systems is a plus
* Experience in drafting and use of financial formulas in complex financial spreadsheets, the use of a financial calculator
* Current college Junior or Senior
* Preferred field study in Human Resources
* Pursuing a degree in Finance, Accounting or Economics