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# Example of Real Estate Intern Job Description

Our company is growing rapidly and is hiring for a real 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 real estate intern

* Work with Lease Accounting, Lease Administration, Construction and Cost Recovery Departments to help resolve lease related disputes
* Define the orientation and scope of the project, including elements that will make the end result user friendly to internal customers
* Create an initial database design and conduct a playback to observe data delivery and accessibility
* Create a database of all real estate locations using the designed database
* Create a go live plan and support initial roll out of the database
* Load all data into the database
* Perform market research for potential business opportunities
* Assist in the preparation of deliverables to lenders, investors and internal parties using Microsoft PowerPoint and Word
* Researching retail market strategies
* Preparing Real Estate Strategy presentations

## Qualifications for real estate intern

* Must be a New York City Resident
* Ability to work independently and as part of a team with professionals at all levels
* Must be an actively enrolled college student
* Minimum requirement of pursuing an undergraduate degree in business, finance, economics, real estate or a related discipline
* Support periodic special requests such as targeted cost analysis or specialized cost schedules, fiscal year end activities, audit and internal controls data requests
* An interest in brand, real estate and/or project management