



Intern – Marketing/Business Development

General Contractor & Real Estate Broker is seeking a part-time paid intern that is highly motivated, self-determined, and dynamic with a strong commitment to outstanding work ethic. This role requires skilled multi-tasking and the ability to wear several hats to handle several aspects of a real estate and development business. If you are a self-starter, comfortable working in a busy office environment, prioritizing many daily tasks, and delivering a superior customer experience, you may be the right fit!

This role is based in Tustin, CA. You must be willing to travel up to 10% of the time throughout Southern California.

POSITION RESPONSIBILITIES AND DUTIES:

- Provide support to agents and brokers during the sales process, including preparing documents, scheduling appointments, and potentially assist with the showing of properties.
- Experience in assisting with managing and developing social media campaigns, website content, and marketing collateral
- Assist Development, Management, and other departments with projects as needed.
- Able to take direction from multiple people and prioritize responsibilities.
- Ability to travel locally, proof of CA driver's license, driving record, insurance and registration
- Filing for all our corporate files and vendor files.
- Perform other duties assigned.

* May be called upon request to assist with special projects and assume responsibility of the project.

OBJECTIVE AND GOALS TO MEASURE PERFORMANCE:

- Overall organization and operations of each project
- Completeness of work assigned including scheduling of appointments and research of prospects.
- Proficiency in the maintaining accurate database and submittal of prospect/client logs.

KNOWLEDGE, SKILLS & ABILITIES

- You are a self-starter with strong analytical, mathematical skills, and proficient in technology including all Microsoft office apps, Google apps, and Adobe Suite apps.
- Strong verbal and written communication skills with a personable attitude including superior customer service skills and a positive can-do attitude
- Ability to retain a lot information, and able to manage several projects at once ranging in size and complexity.
- Ability to remain calm and pleasant under stressful situations
- Must be available to work part-time during regular office hours, Monday to Friday from 8:30 am - 5:00 pm
- Salary: \$13.00 - \$15.00 /hour

REQUIRED QUALIFICATIONS

- High school or equivalent