

## COMMERCIAL REAL ESTATE OPPORTUNITY: SUMMER INTERNSHIP

InSite Realty ([www.insiterealty.com](http://www.insiterealty.com)) is an established commercial real estate company in Houston, Texas specializing in project leasing, property management, asset management, and development services. InSite also focuses on the acquisition and disposition of properties and investment sales and brokerage services. Currently, InSite's leasing team handles a portfolio of more than 8,500,000 square feet.

We are seeking a motivated, self-starting individual to join our team for a summer internship. This is a paid position.

### **Job Description/Responsibilities:**

- Conduct company, property and industry-specific research.
- Manage and update prospects in an internal tracking database.
- Assist in developing and preparing marketing materials and Matterport virtual tours.
- Track local and regional activity that affects the local real estate market.
- Contribute to special projects in support of business development.
- Provide ongoing support with current deals, including market surveys and financial analysis.

### **Qualifications:**

- The Summer Internship is designed for results-oriented and entrepreneurial candidates with a strong academic background, preferably in business or real estate. Applicants should be self-motivated, creative, disciplined, and exhibit a demonstrated interest in the commercial real estate industry.
- Desire to learn about the commercial real estate industry
- Experience with MS Office, with emphasis on Excel
- Requires knowledge of financial terms and principles. Ability to calculate intermediate figures such as percentages. Conducts basic financial analysis
- Ability to work independently with minimal direction
- Demonstrated ability to take initiative
- Ability to work well within a team environment
- Ability to problem solve and bring innovative ideas to a challenge
- Solid written and oral communication skills
- Detail-oriented and highly organized
- Ability to provide efficient, timely, reliable, and courteous service to customers
- Basic photography technology skills and familiarity with Adobe software a plus
- Valid Driver's License
- Access to a vehicle required

### **Education and Experience:**

- 0-2 years of related experience.

*Prior to employment – Background check, including driving history*

Please email your cover letter and resume to Sharon Rutherford at [srutherford@insiterealty.com](mailto:srutherford@insiterealty.com)