

Real Estate Intern

Revised Date: 5/02

Surplus Real Estate, Mission KS

Surplus Real Estate occupies a unique niche in the commercial real estate marketplace as the disposition solution for national corporations and bankruptcy estates. Our proven track record is based on a strategic approach for identifying buyers who close transactions that maximize value to the seller. Through the use of technology, focused marketing efforts, streamlined processes and a national network of local brokers, we excel at finding the right buyer – in less time – for every property.

From repositioning to restructuring to reorganizing, Surplus Real Estate is the single-source solution for all disposition needs, including property management, valuation, general consulting, expert testimony, and auction services. Learn more about Surplus Real Estate by visiting our website at: www.surplusrealestate.com

Purpose

The Real Estate Intern is part of the Surplus Real Estate team and reports to an Office Manager. The role's primary function is to aid the real estate team with receiving and qualifying property inquiries, and participate in marketing efforts. This position also provides support directly to the real estate brokers as needed.

Major Responsibilities

- Receive and handle all property inquiry calls and e-mails.
- Receive and handle all e-mail alert requests and contact requests.
- Receive all Requests for Qualifications and enter them into the Agents database (REA) – and transition the RFQ into Word format to be attached to the agent's REA record.
- Responsible for tracking all inquiries in REA and performing the appropriate follow up (i.e. sending property packages, e-mails, contacting local brokers, or scheduling activities in REA).
- Communicate any property marketing concerns to the real estate broker for that property.
- Communicate any property management concerns to our in-house Property Manager coordinator.
- Pursue leads/potential contacts as provided by the marketing team (tenant tips, etc.).
- Submit the appropriate marketing/tracking data from REA to Marketing Department for monthly report compilation.
- Update property spreadsheets weekly to keep status accurate and up to date.
- Perform market research (i.e. comps data) as requested.
- Assist in data integrity research for REA.
- Attend weekly team meetings as necessary.
- Complete required training curriculum.
- Miscellaneous duties as necessary.

Competencies Required

Functional Competencies

- Oral and written communication skills
- Ability to learn quickly
- Ability to read and analyze information
- Working knowledge of Surplus Real Estate
- Working knowledge of Surplus Properties
- Detail oriented

Technical Competencies

- Working knowledge of Microsoft Excel, Word, PowerPoint, and Outlook
- Working knowledge of REA
- Working knowledge of the Internet (performing searches, etc.)

Managerial Competencies

- Multi-task capabilities
- Time Management Ability

Interpersonal Competencies

- Oral and written communication skills
- Follow up skills
- Flexibility
- Proactive/Initiative
- Organization skills

Career Level:

Intern

Key Relationships:

Relationship

Position

Prioritization and Work Assignments: Office Manager

Objective Setting and Discussion of
Contribution Performed by: Office Manager

Provide Leadership Responsibilities for: No one

of Direct Reports: none

of Indirect Reports: none

Internal/External Customers Upstream: All Expert Personnel.
Surplus Real Estate team.

Internal/External Customers Downstream: Marketing group.
Real Estate brokers.

Amount of Budget Responsible for: None

Degree of independent action and thought

Large
Medium
Small **X**

Minimum Qualifications:

Minimum Years of Experience and type of experience:

- Working knowledge of Microsoft Excel, Microsoft Word, Outlook, and Microsoft Power Point.
- Must have ability to prioritize.
- Must be able to work independently.
- Must be able to follow through.
- Must be able to read and analyze information.
- Time management skills.

Minimum Education:

- High School Diploma or equivalent
- 2-3 years of undergraduate education
- KS Real Estate License (optional)

Preferred Qualifications:

- Working knowledge of Microsoft Excel, Microsoft Word, Outlook, and Microsoft Power Point.
- Strong oral and written communication skills.
- Must be well organized.
- Have the ability to learn quickly.
- Multi-task and detail oriented.
- Must have ability to prioritize.
- Must be able to work independently in a proactive manner.

Preferred Years of Experience, type of experience and education:

- 3 years of undergraduate education

Pager Support Required: No
Weekend Work Required: Optional
Shift Work Required: No

Interested in Applying for this position?

Please visit our website at www.surplusrealestate.com and select “employment opportunities” to learn more about our career opportunities, corporate philosophy, and member retention program.