

# SUMMER INTERN

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## JOB DESCRIPTION

### Division/Department

All Departments

### Location

Greater St. Louis, MO Area

### Job Title

Summer Intern

### Position Type

Full-Time

### Travel

As Necessary/Must have  
Transportation

### Compensation

Hourly Based on Performance

### Hours

Full-Time (40+ Hours per week)

### Duration

Full Summer or Longer

### General Description

Active, growing real estate company seeking a dedicated, capable individual who will assist our team of active real estate professionals with various tasks as needed while accumulating a vast knowledge of the Real Estate industry through real world examples.

### Experience and Technical Requirements

- Strong interpersonal skills
- Attention to detail
- Working knowledge of Microsoft Office applications
- Social media experience
- Strong work ethic
- Must have own transportation and willing to run errands
- Must have updated, functional laptop

### Key Responsibilities

- Marketing assistance
- Office support duties include, but not limited to, faxing, copying, scanning, and mail distribution
- Data entry management in databases
- Assist with fielding calls, research, and follow-up
- Possible involvement with drone photography
- Create new processes to simplify efforts
- Market Research
- Assist with placing signage on buildings
- Various other administrative responsibilities

Manor Real Estate provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran, disability, or genetics.

**\*\*To apply for this position, please send your Resume and Cover Letter to [HR@ManorRealEstate.com](mailto:HR@ManorRealEstate.com)\*\***