

# MANOR REAL ESTATE

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### Internship Opportunity

Division/Department	Commercial Real Estate Division		
Location	Greater St. Louis, MO Area		
Job Title	College Summer Internship Opportunity		
Reports to	Eddie Cherry	Travel	Minimal/ As Necessary/ Must have Transportation

Level/Grade	Hourly Pay based on performance	Type of position: <input checked="" type="checkbox"/> Full-time (full summer or longer)	Candidate must have a passion to learn about real estate. Candidate will be exposed to daily real estate activities including showings, negotiations, closings, marketing, structuring leases, photography, drafting contracts and more.
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#### GENERAL DESCRIPTION

Active, growing commercial 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

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|--|--|
| - Strong Interpersonal Skills                        | - Strong Work Ethic  |
| - Attention to detail                                | - College degree preferred                                   |
| - Working knowledge of Microsoft Office applications | - Must have own transportation and be willing to run errands |
| - Social Media Experience                            | - Must have Updated, Functional Laptop                       |

#### KEY RESPONSIBILITIES

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|--|---|
| - Marketing Assistance   | - Possible Involvement with Drone Photography   |
| - Office support duties include, but not limited to, faxing, copying, scanning & mail distribution | - Create New Processes to simplify efforts      |
| - Data entry management in databases   | - Market Research                               |
| - Assist with fielding calls, research and follow-up   | - 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, national origin, age, disability or genetics.

**\*To apply for this position, please send your Resume and Cover Letter to Eddie Cherry (Eddie@Manorrealestate.com)**  
[www.ManorRealEstate.com](http://www.ManorRealEstate.com)