



## REAL-ESTATE AGENCY INTERNSHIP

REF. NO. 1059

### About us

We are a real-estate agency with offices all over the world.

### Tasks

Your main responsibilities will include in assisting the team in different projects within the office that you will be placed. The activities that you will be mostly involved are the following:

- Coordinating special events
- Participate in researching projects regarding the property market
- Attending admin meetings
- Prepare presentations
- Enter new contacts information into contact management systems
- Maintain tracking report of activities
- Collecting post from managed properties
- Checking stationary
- Assist with mailings, print production
- Create interview preparation materials
- Check properties on iList – our main IT platform
- Answering telephones (after training)
- Typing in various letters
- Posting the post
- Cutting keys
- Printing, filing, creating folders
- Data entry; Create or update databases

### Skills needed

Students applying for this internship must have strong communication skills and should be literate in both written and spoken English. Applicants should have strong writing skills. You will be expected to be proficient with Microsoft Office and have a 'can do' attitude.

### Duration of the internship

3-6 months

# PRAKTIKUM IN LONDON



## Office languages

English

## Location

London

## Office hours

Monday-Friday 9.30am-5.30pm, 1 hour lunch break