

Job Title **COMMERCIAL REAL ESTATE INTERN**

Location Dallas, Texas

Status 20 hours per week May – August 2018

**DESCRIPTION**

Whitebox Real Estate is a tenant focused real estate advisory and development firm that specializes in offering clients a custom tailored approach to real estate. We pride ourselves on guiding clients through the entire real estate process to include strategic evaluation, lease negotiation, and construction. We are seeking university students with an interest in brokerage. This internship will report to the Managing Director.

**DUTIES**

* Collect market data on rent transaction
* Collect market data on tenants in Metroplex
* Inputting and organizing data in Salesforce
* Researching online sources and in-house databases to source potential clients
* Prepare marketing packages
* Assist on corporate account administration
* Assist brokerage team

**QUALIFICATIONS**

* Currently pursuing BS/BA/BBA
* Prefer GPA of 3.0 or higher
* Prefer junior or senior but will consider other class levels
* An interest in commercial real estate industry
* Must have excellent written and verbal communication, organizational, and interpersonal skills
* Proficiency in MS Word, Excel, Adobe

**For further questions and to apply, send detailed resume to:**

Whitebox Real Estate, LLC

Victoria Reynoso

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To learn more about Whitebox Real Estate check out our website:

www.whiteboxrealestate.com