

Real Estate Office Intern

Summary:

The Brooklyn Community Pride Center is seeking a part-time, temporary intern for an eight-week placement at Flateau Realty Corp. The intern will report to the office administrator and/or senior management.

Flateau Realty Corp. is an independently owned and operated Real Estate Brokerage firm. The company was established in 2000 and currently has two brokers and eight agents working from the Bedford-Stuyvesant location. FRC brings an expert level of real estate knowledge and an uncompromised level of service to the communities they serve. They provide residential and commercial real estate sales, purchasing, leasing and investment services to property owners, purchasers, investors and developers; property management services to property owners of three or more units and, real estate consulting services. The intern would work at the Decatur Street office in Bedford-Stuyvesant.

Intern candidates should not contact Flateau Realty directly. Application contact is below.

Scope of Duties

The intern's duties will be to assist the office administrator and/or senior management with daily office duties to include but not limited to making copies, scanning, faxing, filing, taking messages, creating flyers, answering the telephone, scheduling appoints, confirming appointments, posting open houses, organizing files, keeping office tidy, restocking supplies, greeting clients, and assisting with the preparation of open houses, listing presentations, mailings and various other projects as needed.

Qualifications

- Excellent command of the English language
- Excellent reading, writing, math and speaking skills
- Excellent interpersonal, written and verbal communication skills
- Familiarity with Microsoft Office and G-Suite. Digital office equipment skills (copiers, scanners, etc.)

Characteristics

- Trust worthy/Discrete/Respects Confidentiality/Reliable
- Active listener
- Professional demeanor
- Respect for others personal space and belongings
- Good hygiene
- Neat appearance

Compensation: This is a part-time internship for up to sixteen hours/week. \$13/hour through the Brooklyn Community Pride Center. MetroCards provided. No benefits are provided.

Applications: E-mail cover letter and résumé to SahLeem Butler sbutler@lgbtbrooklyn.com Subject: [Your name]: 2018 Flateau Internship. Please specify in your cover letter how you fit with the above qualifications and characteristics.

Location: BROOKLYN New York 11216

Women, people of color and transgender people are encouraged to apply. The Brooklyn Community Pride Center is an affirmative action employer.