

# Real Estate HeadQuarters Internship Program

8401 9<sup>th</sup> Street North, Saint Petersburg, FL 33702

## **Benefits of Internship Program:**

- Work on something that matters! We Buy and Renovate Houses in multiple markets around the country. We improve neighborhoods by buying distressed homes and making them something to be proud of again.
- You will learn constantly. This is a dynamic industry that demands evolution to be leaders in the market. You will be responsible for various office duties working directly with the owners of the company.
- World Class Training. We are trained by the best in the industry, which means you will have access to incredible resources.

## **Criteria:**

- Local college juniors and seniors with a 3.0 GPA or better.
- Energetic, organized and detailed oriented and skilled with Microsoft Office.
- Active in extra-curricular activities within community and campus life.
- Highly developed interpersonal skills and the ability to work well in a team-based environment.
- Independent worker.
- Ability to do dedicate 20 hours per week to this internship.
- Internship is unpaid; however, the knowledge of the experience will be rewarding.
- Schedule will be flexible based on student schedule and academic responsibilities related to current semester course.

## **What to Expect:**

- Attend weekly Monday/Friday meetings that set weekly goals.
- Work closely with REHQ owners to better understand investing, budgeting, and day-to-day tasks.
- Organize and apply knowledge of company budget tracking.
- Work closely with Marketing Assistant to master Hootsuite and social media ads.
- Create engaging ads for social media posts using Canva.
- Organize and scan necessary documents as needed for investment properties, tenants, urgent emails, etc.
- Be a go getter and identify ways to help team members.

### **Additional Benefits:**

- Learn time management requirements.
- Learn the needs of the small business and individual target markets.
- Learn how to apply marketing skills and tactics.
- Learn and implement marketing analytics.
- Learn and manage a firm wide database information system to execute specific local campaigns and initiatives.

### **Personal Development**

- Develop planning, organizational and time management skills.
- Increase knowledge of computer skills and technology.
- Develop team-based work competencies.
- Develop interpersonal skills to communicate with day-to-day business contacts.
- Discover your assets and strengths in the workplace.
- Identify and work towards personal goals.

For more information, please call our local office at (727) 642-5461 or by email;

[Alyssa@rehqzone.com](mailto:Alyssa@rehqzone.com). Please submit resume on Indeed.com as well as emailing to the following address.