



ENGEL & VÖLKERS®

Executive Assistant to Managing Broker/ License Partner

Term: August 2017 - March 15, 2018

Visa Category: J1

Internship Overview

The student will receive a valuable insight into an international service company operating in the highest sector of the real estate industry. The student will become familiarized with a diverse range of responsibilities. Please send a cover letter, CV and transcripts to erica.nagel@evusa.com for review.

Responsibilities are as follows:

Business Management

- Attend high-profile meetings
- Prepare confidential meeting materials
- Manage perspective advisor database
- Prepare pre and post meeting follow up materials
- Manage calendar and schedule high-profile appointments
- Research necessary confidential records and general data gathering
- Make internal and external phone calls

Marketing/Sales Coordination

- Utilize multi-tiered real estate marketing methods; print, online, social network, and digital initiatives
- Create real estate related marketing material (must comply with corporate guidelines)
- Conduct competitor and sub-market analyses
- Create and develop promotional literature
- Attend marketing trainings and webinars



Engel & Völkers Naples Bonita-Estero
837 Fifth Avenue South, Suite 102
Naples, FL 34102
+1 239.692.9449
naples-bonita-estero.evusa.com

