

SUMMER INTERNSHIP OPPORTUNITY

O'Shea Properties // Ronkonkoma, NY

Qualifications

- Must be enrolled in a 4-year college working toward a Bachelor's Degree or greater. Preferred Major related to commercial real estate management/development
- Minimum cumulative 3.0 GPA
- Legal authorization to work in U.S.
- Proficiency with Microsoft Office Suite. Comfortable working with InDesign Jotform, and Google Forms (or willingness to learn)
- Excellent oral and written communication skills/ comfortable emailing Tenants and follow up with phone calls
- Desire to maintain company's focus on excellent customer service
- A self-starter, who is reliable, and gets things done as efficiently as possible
- Detail-oriented while also being able to handle multiple projects simultaneously

General Responsibilities

- Interns will act as a part of the O'Shea Properties leasing, property manager, and new construction development team
- You will gain knowledge of commercial industry terms, laws and regulations, processes and market trends - taking your experience and knowledge back to share with your classmates and organizations
- Gather information, conduct research and analyze data to help improve methods for O'Shea Properties and/or to provide relevant advice and information
- Assist the business in the execution of their daily tasks

Compensation/Benefits

This will be a paid internship and will pay \$20 per hour plus an opportunity for a bonus at internship completion (based on level of completed independent projects)

Short-Team Special Projects

- Email prospective building sellers in area via CoStar property information searches
- Reach out to Tenants regarding expired insurance certificates, track, and follow-up
- Create Jot Form Survey to distribute to recent Tenants for feedback regarding how and why they chose O'Shea Properties and our leasing process
- Create specific email lists/groups based on unit size to target current Tenants looking to re-locate to our new development
- Assist Marketing team with marketing initiatives for our new construction industrial development
- Create Social Media accounts for O'Shea Properties; focusing on showcasing new development(s) (Instagram, LinkedIn, etc.)

Mentoring Opportunities

- Interns will shadow all aspects of a commercial real estate firm including observing the following departments; leasing (form showings to lease agreement preparation), marketing, accounting, property maintenance and work orders, and new development (bidding process and town permit interaction)
- Interns will have the opportunity to attend all internal and external meetings related to the aforementioned departments
- Based on interest level, interns may have an opportunity to shadow external contractors such as architects, engineers, and sub-contractors (depending on what projects take place during summer intern period)



Contact: Katie O'Shea Rivas
Director, Leasing, & Development
P: 631.218.8318 // Ext. 106
kbo@osheaproperties.com