



JAIR LYNCH

REAL ESTATE PARTNERS

OFFICE INTERN JOB DESCRIPTION

Primary Function

The Office Intern assists with general office, HR, IT, Accounting and Marketing activities as determined and directed by the Office Manager (OM). Additionally, the Administrative Intern shall assist and work with the Development and Advisory Services staff as well as outside vendors as required. The Office Intern will be responsible for assisting the staff with general office duties including, but not limited to, research, data entry, filing and general coordination.

Duties & Responsibilities:

- Assist in managing the flow of paperwork.
- Assist and facilitate staff as necessary - whenever and however needed.
- Assist with business development matters including marketing material preparation.

Qualifications

- High degree of organizational skill and problem-solving ability; specifically the ability to work as self starter - especially as it relates to calling on resources outside the firm.
- Resourcefulness in finding information and answers from within and outside the company without prompting or micromanagement; a “consummate” self starter.
- Respect for details; ability to execute accurately at a high level without excess supervision.
- Ability to prioritize/execute to achieve desired company and project goals with prudence and sense of urgency.
- Articulate communication skills – verbal, pictorial and numerical.
- Excellent telephone etiquette, communication and organizational skills, as well as excellent written and verbal communication skills.
- Desire to learn and grow professionally grow.
- General computer skills including Microsoft Word, Excel, PowerPoint and Project.
- Desire to invest your passion and commitment to a vision you feel you can embrace and contribute to the growth of the company and its success.
- A willingness and flexibility to do “whatever it takes” for “whoever needs it” foster the growth and success of the business.
- Ability to embrace and live the company’s Core Integrity.

JAIR LYNCH is an equal opportunity employer.