

INTERNSHIP NOTICE #4

All students (Freshman – Seniors) interested in learning about the real estate industry may want to consider this internship opportunity...

A complete job description is provided below....If you have any questions see Mr. Honor in Room 1W9 periods 5,6,7...



NY's Premier Commercial Real Estate Sales Firm

Hiring at Brooklyn Technical High School

Who are we?

Massey Knakal Realty Services is the leading property sales company in New York City specializing in the sale of investment and user properties. We currently have 200 employees and sale agents.

What do we do?

Massey Knakal specializes. We exclusively represent sellers, only do sales, and work in a territory system which allows for each of our brokers to become neighborhood experts. The firm is an owner oriented marketing company which exclusively represents the seller of commercial real estate. The 2,000 transactions closed to date by the firm represents approximately 10 billion dollars in aggregate consideration.

What is it like to work for us?

Colleagues are self-motivated, determined, and personable. We maintain and preserve a professional atmosphere with an open door policy, while impromptu and company sponsored events enhances camaraderie.

Who are we looking for?

We are in need of **motivated, disciplined, and determined** students to work side by side with a Top Broker of the firm and assist in the dealings with top corporate and high net worth clients.

Job Description:

- Input neighborhood, zoning texts and tax maps into computer
- Develop marketing flyers, due diligence material and property overviews using PowerPoint.
- Research commercial property details using several databases and on-line sources.
- Track and compile commercial real estate transactions within a defined territory using on-line database tools.
- Compiling mailing lists & sending out mailers
- Creating & maintaining Comparable Sales data
- Searching for and recording Available listings
- Administrative duties including: answering phones, managing calendar & contacts

Job Qualifications/Requirements:

- Computer savvy - proficient in Microsoft Word, Excel, & Powerpoint
- Desire to learn about the Commercial Real Estate Industry
- Diligent worker and team player
- Personable
- Ability to speak a second language, a PLUS

Position Type: Summer 15-20 hours/ week **Start:** Ongoing **Compensation:** Unpaid

Office Locations:

Midtown Manhattan
275 Madison Avenue
New York, NY 10016

Downtown Brooklyn
205 Montague Street
Brooklyn, NY 11201

Forest Hills Queens
118-35 Queens Blvd.
Forest Hills, NY 11375

Jasmine Mele · Human Resources Generalist · 718-275-3400 Ext. 2632

To apply: submit résumé via e-mail to jmele@masseyknakal.com

www.masseyknakal.com