



Sales/Marketing Assistant Internship in New York City!

Company is a leading boutique firm headquartered in Midtown Manhattan specializing in the luxury market and at the forefront of Manhattan new sales. We pride ourselves in standing out from the competition by providing ongoing support to our agents so they can focus on sales rather than generating their own leads.

Company is looking for a highly-motivated Sales Operations Intern to join the team. Interns will have the opportunity to gain real world experience and learn about a growing industry in a fun and fast-paced real estate environment .

RESPONSIBILITIES

As a Sales Assistant, your job will be multi-faceted consisting of the following responsibilities:

Tasks:

- Coordinate marketing activities with the marketing department
- Manage team's Social Media accounts
 - Manage Salesforce database
- Organize showings and meetings
- Participate in closing strategies
- Prepare invoices
- Interact with high net-worth clients via phone and email and in-person.
- Conduct market research and help with the property valuation process.

Candidate profile:

- Student or recent graduate specialized in Real Estate, Finance, Economics, Business, Commerce, Management, etc.
- Organizational skills and Multi-tasking skills are a must, along with people skills.
- Must have an excellent level of spoken and written English is a MUST
- Passion about Real Estate, and customer service.
- Experience in Real Estate is not a must, but ideally, a successful sales experience would give you the edge in this role.
- Prior experience with Salesforce would be appreciated.

Duration: 12 Months
Location: New York City