



Internship Opportunity in Real Estate, Construction & Property Management

Athens, Ohio-based Capstone Properties, a real estate development and property management firm, periodically has available internship opportunities for students with strong work ethic and emerging skill sets that seek challenging, learning work environment. Candidates may also intern and/or conduct projects part-time during the academic year. Responsibilities may include apartment renovation, residential construction, property management including maintenance, marketing and leasing, research and writing in real estate and property management, customer service, and other assignments. Great opportunity to join growing business, gain great experience, and potential for permanent job. Position will be given considerable immediate experience, and will assume increasing responsibilities following introductory period.

Capstone Property Management is a real estate and property management firm that actively manages and develops real estate in the Athens area. The internship position(s) can encompass the following activities and practices: Development of marketing and promotional materials; Technical writing; Working with real estate clients and tenants; Strong customer service; Interaction with faculty and students; Maintenance and renovation of apartments; Landscaping; Property management software applications; Financial record keeping; Purchasing; more.

Skills/Qualifications:

- All majors welcome (undergraduate or graduate)
- Strong oral and written communication skills
- Ability to work with wide cross-section of customers and the public
- Strong work ethic and ability to work independently with significant organizational responsibility

Desired skills and abilities include: Interest in real estate and property management (no experience necessary); Extensive computer application skills, including Microsoft Outlook, Word and Excel; Database management; Marketing background; Extensive real estate, property management, and construction/renovation training provided.

Capstone interns have gone on to impressive jobs and positions following graduation, and often cite Capstone as an important step in their career advancement. Possibility for the internship to continue part-time during academic year as well as full-time during summers, with strong placement support following your internship.

Applications are reviewed as received. Send cover letter and resume to:

Capstone Property Management Ltd.
P.O. Box 186
Athens, OH 45701-0186
www.capstonecompany.com
or e-mail jobs@capstonecompany.com