

# ***Horvath & Tremblay***

## ***Investment Real Estate Sales Intern***

***Market Street – Lynnfield, MA***

### **Horvath & Tremblay:**

Horvath & Tremblay is one of the most active and successful Investment Real Estate Brokerage and Advisory firms in the United States. Our team has successfully closed over 550 transactions and \$1,600,000,000 of Investment Real Estate within the past 3 years.

[www.HorvathTremblay.com](http://www.HorvathTremblay.com)

### **Office & Culture:**

Horvath & Tremblay is located in Market Street, the premier lifestyle center in New England. Our location offers many amenities and conveniences for its staff, agents, and clients. The office design is unique for the industry. There are no private offices, all agents (both senior and junior) are working together collaboratively on the trading floor.

[www.marketstreetlynnfield.com](http://www.marketstreetlynnfield.com)

### **Scope:**

The internship offers a ground floor opportunity to learn the Investment Real Estate sales process. This is truly an exceptional opportunity for a self-motivated/driven individual to learn from a one of the top investment sales groups in the United States. Weekly training will be conducted from the concepts listed below. Upon successful completion of the intern program, the individual could be selected to join the team as a junior sales agent or analyst.

### **Responsibilities/Skills:**

- Help team build the property databases – use our systems to determine property ownership of assets
- Creating and sending out proposals
- Canvas select markets & photograph appropriate properties
- Excellent communication skills
- Detail oriented, highly organized
- Ability to multi-task in a fast pace environment

## **Training:**

- Introduction to Asset Classes, Product Types, Types of Investments
- Introduction to Financing and Capital Markets
- Underwriting of different asset classes – Single Tenant Net Lease, Multi-Tenant Retail, Apartments, Mixed Use
- Review of Deal Pipeline and Escrow Process
- Review of Lease Types
- Review of the 1031 Exchange Process
- Retail & Multi-Family Trends

*Please send your resume to:*

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