

Position: Summer Intern
Company: Next Realty, LLC
Location: Chicago, IL



Company Description:

Next Realty, LLC is a Chicago based real estate investment company which owns and manages a diverse portfolio of properties nationwide. Since its inception in 1998, Next Realty has made over 70 investments across multiple asset types, representing approximately \$625 million in gross asset value. Next Realty's focus is on acquiring income producing properties as well as repositioning and improving operations of underperforming assets. For more information, please visit www.nextrealty.com.

Job Description:

Next Realty is seeking to hire a Summer Intern to work alongside the Community Leasing Manager at 620 N LaSalle Street building in Chicago's River North neighborhood (<https://620nlasalle.com/>). The Summer Intern will get a flavor of the commercial real estate industry and learn about leasing and management of flexible office space. Some of the responsibilities will include:

- Be involved in the day-to-day operations of a flexible office location.
- Execute a direct email/phone/text campaign to prospective tenants.
- Conduct research on prospective tenants.
- Prepare leasing proposals for perspective tenants.
- Organize events for current and prospective tenants and the brokerage community.
- Additional tasks as assigned.

Qualifications:

- Current undergraduate student majoring in marketing, communications, public relations, real estate or related field.
- Strong organizational skills, with the ability to prioritize and manage multiple projects simultaneously.
- Team player with ability to work independently and in an entrepreneurial environment.
- Proficiency in Microsoft Office Suite, with emphasis on Excel.
- This is a 100% on-site position. Open to full-time or part-time applicants. Competitive pay.

Contact: Interested candidates should submit their resume to hr@nextrealty.com.