

THE WRASE HOME GROUP INTERNSHIP PROGRAM

Job Title:	REAL ESTATE INTERN	Job Category:	Business Management
Department/Group:	The Wrase Home Group	Job Code/ Req#:	INTERN-OM
Location:	638B S Business 35, New Braunfels, TX 78130	Travel Required:	no
Level/Salary Range:	Intern non paid/class credit	Position Type:	Full time summer
HR Contact:	Khristina Wrase 830-837-9660	Date posted:	May 11, 2016
Will Train Applicant(s):	YES	Posting Expires:	n/a
Applications Accepted By:	Email, In person		
E-MAIL: Khristina@TheWraseHomeGroup.com Subject Line: Attention: Summer Intern Program	MAIL: 638B S Business 35 New Braunfels, TX 78130		
Job Description			
<p>WE ARE CURRENTLY SEEKING AN INTERN TO JOIN OUR TEAM IN NEW BRAUNFELS. THIS IS AN EXCELLENT OPPORTUNITY FOR A MOTIVATED SELF-STARTER POSSESSING STRONG SALES SKILLS, BUSINESS ACUMEN, AND LEADERSHIP POTENTIAL.</p> <p>WE OFFER AN EXTENSIVE TRAINING AND DEVELOPMENT PROGRAM DESIGNED TO EQUIP EMPLOYEES WITH THE SKILLS REQUIRED FOR FUTURE SUCCESS IN THE REAL ESTATE BUSINESS.</p> <p>JOB DUTIES</p> <ul style="list-style-type: none"> • PARTICIPATE IN MARKET ANALYSES. DEVELOP QUESTIONNAIRES; PERFORM DOOR-TO-DOOR AND TELEPHONE SURVEYS; ASSIST IN CALCULATIONS AND QUANTITATIVE ANALYSIS; AND RESEARCH NECESSARY RECORDS AND STATISTICS. • PARTICIPATE IN THE MORTGAGE LOAN PROCESS, INCLUDING CREDIT RATINGS; UNDERWRITING VERIFICATIONS; TRUTH-IN-LENDING REPORTS; CLOSING DOCUMENTS; PACKAGING LOANS FOR THE SECONDARY MORTGAGE MARKET; AND SO FORTH. • PERFORM “IN-HOUSE” APPRAISAL FUNCTIONS SUCH AS OBTAINING COMPARABLE SALES DATA, COST AND INCOME FIGURES, AND ASSEMBLING REPORTS FOR THE APPRAISALS. 			

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- **PREPARE PORTFOLIOS (PROPERTY BRIEFS) OF PROSPECTIVE PROPERTIES TO BE PROVIDED TO A SALES AGENT AFTER THE AGENT HAS QUALIFIED THE CLIENT.**
- **DEVELOP AND MAINTAIN LISTS OF “FOR SALE BY OWNER” PROPERTIES FOR FOLLOW-UP MAILINGS AND CONTACT BY THE REGULAR STAFF.**
- **PREPARE ADVERTISING COPY AND NEWS RELEASES. ALSO, DEVELOP LAYOUTS, PLANS, SKETCHES, AND PHOTOGRAPHY FOR OTHER MEDIA. (IN WRITING ADVERTISEMENTS, THE INTERN WILL LEARN THE STRATEGIES AND POLICIES OF THE PARTICIPATING FIRM.)**
- **PERFORM MAINTENANCE AND UPDATE OF RECORDS; POST LISTINGS, SALES, AND TRADES AND ANALYZE MLS DATA FOR ABSORPTION RATES.**

MARKETING THROUGH MULTIPLE ON-LINE FACETS.

QUALIFICATIONS

CURRENTLY PURSUING BBA DEGREE-PREFER JUNIOR OR SENIOR BUT WILL CONSIDER OTHER CLASS LEVELS
AN INTEREST IN COMMERCIAL REAL ESTATE INDUSTRY
PROFICIENCY IN MS WORD, EXCEL, ADOBE, MAC, PUBLISHER

To Apply

SUBMIT YOUR RESUME, COVER LETTER BY 6/10/2016 TO THE FOLLOWING VIA EMAIL:

KRISTINA@THEWRASEHOMEGROUP.COM