

Integrity Austin Group | Keller Williams Realty®  
2800 South IH35 | Unit #131 | Austin, TX 78704

### **Management Intern – Summer 2018**

**Start Date:** ASAP

**Duration:** Semester long

#### **Job Description:**

The Management Intern will have a lot of autonomy to perform required tasks. This position is integral to the growth and development of our team, and will provide a wide range of planning and implementation experiences that can boost a resume!

This role is ideal for someone looking for gaining first-hand experience co-managing a small team in a very large real estate industry in Austin.

Up to 25% remote work will be acceptable. Reliable transportation is required for this position.

#### **Job Responsibilities:**

- Office Management
  - Track progress of Team Tasks
  - Oversee Reporting to Team Owners
  - Inside Sales Traceability
  - Delivery of Contract Materials
  - Coordination with the Contracts to Close Assistant
  - Coordination with Marketing Intern
- Sales Planning & Implementation
  - Pipeline Development
    - Schedule and Prepare Presentations
  - Performance Monitoring & Reporting
  - Process Development & Documentation
- Client Services Development
  - Communication Roadmap by Client Type
    - Communication Delivery
    - Content Development

#### **Qualifications:**

- Junior or Senior level college education
- Familiar with management & business communication principles

#### **Compensation:**

- Up to \$2000 in bonus pay per semester

#### **Application Instructions:**

- Email resumes to [Andrea@integrityaustingroup.com](mailto:Andrea@integrityaustingroup.com)
- Questions? Call Andrea at (512)922-0122