

EWING AND CLARK

INTERNSHIP POSITION OPEN

Seattle's most established real estate firm is looking for a part time intern for the remainder of the school year and the summer months.

- 10-15 hr/wk minimum and more during the summer
- Possible for credit (this would depend on how we set it up with the school)

DESCRIPTION:

- The internship position will entail market research, marketing towards specific targets, and learning the skills of a Commercial Real Estate Agent.
- Must be a fast learner with a drive to succeed
- Must know Excel and Word.
- Photoshop, and Page Maker skills a plus
- Chosen candidate will be taught communication skills, marketing skills, business politics, and the knowledge of the ever changing Seattle's Economy and Commercial Landscape, while being surrounded by highly motivated business individuals.
- Will consider all majors
- A few examples of undergraduate educational majors that current employees hold are Accounting, Finance, Business, Marketing, Journalism, Engineering, Chemistry, and Bio-Chemistry.

RESPONSIBILITIES:

1. Adhering to company work hours, policies, procedures and rules governing professional staff behavior.
2. Adhering to company policies governing the observation of confidentiality and the handling of confidential information.
3. Assuming personal and professional responsibilities for his/her actions and activities.
4. Maintaining professional relationships with the company employees, customers, etc.
5. Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
6. Relating and applying knowledge acquired in the academic setting to the company setting.
7. Developing self-awareness in regard to attitudes, values, behavior patterns, etc. that influence work.
8. Being consistent and punctual in the submission of all work assignments to the supervisor.

Send Resumes to:

Erwin Park,

Ewing & Clark, Inc

epark@ewingandclark.com

206.695.4832