



Quantum Real Estate Advisors

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Quantum Real Estate Advisors is currently recruiting for a Summer Intern. This position will be working with an Investment Sales Analyst and Marketing Coordinator. This is a lean organization that is focused on top quality and exceptional care of our clients.

Job Title: Intern

Location: Downtown Chicago

Term: Summer 2016

Position:	<ul style="list-style-type: none"> ▪ Summer Intern
Purpose: (Major Accountability)	<ul style="list-style-type: none"> ▪ To assist Brokers/Salespersons in the Investment Sales Division. To understand real estate financing, marketing and the business processes involved in Investment Sales brokerage. Develop a comprehensive knowledge of the current real estate marketplace and trends such as the market cap rates and rental rates for different geographical locations and product types.
Education/Work Experience Required:	<ul style="list-style-type: none"> ▪ Must be working towards a degree from accredited educational institution.
Reports To:	<ul style="list-style-type: none"> ▪ Directly to Chad Firsell, President ▪ Additional agents that request assistance
Accountabilities:	<ul style="list-style-type: none"> ▪ <u>Vision and Strategy</u> - Work harmoniously with all agents to implement professionalism with clients and co-workers. Work successfully in a fast-paced, dynamic environment. ▪ <u>Relationships</u> - Will understand the value of relationships with clients and co-workers to maintain an excellent level of client service. ▪ <u>People Skills</u> - Will be able to deal with people on a working platform. Strong interpersonal, verbal and written communication skills. ▪ <u>Financial Understanding</u> - Will comprehend the financial analysis involved in valuating real estate assets. Will have a basic understanding of accounting methods and real estate financing. ▪ <u>Marketing Understanding</u> - Will be able to successfully integrate strategic marketing campaigns. Work closely with additional support staff to achieve professional proposals, offering memorandums and marketing collateral. ▪ <u>Organization and Time Management Skills</u> - Must be able to effectively organize electronic and paper documents, current tasks and daily correspondence. Must have excellent time management skills and be highly self-sufficient. Needs to follow up in



	<p>a timely manner. Additionally, <i>needs to be assertive to ask questions</i> to make sure the task at hand is done properly.</p>
<p>Technical Competency Expectations:</p>	<ul style="list-style-type: none"> ▪ Efficient with Electronic Mail ▪ Proficient with Argus, MSWord, MExcel, Adobe Acrobat and Internet Explorer ▪ Ability to learn database management software such as ACT! ▪ If not trained on Argus must be willing to attend classes
<p>Analyst Tasks:</p>	<p>Overview:</p> <ul style="list-style-type: none"> ▪ Financial analysis and underwriting of real estate assets ▪ Creation & oversight of property marketing materials ▪ Coordinating due diligence for the disposition of properties <p>Marketing:</p> <ul style="list-style-type: none"> ▪ Create professional, in-depth investment offerings, marketing proposals and flyers ▪ Advertise exclusive listings on Loopnet.com, CoStar.com, Propertyline.com and additional internet sources ▪ Implement additional marketing campaigns through mass email blasts and mailings ▪ Prepare the investment sales listings within the monthly Available Properties ▪ Update and enhance investment sales marketing book, as well as, the proposal and investment offering format <p>Database:</p> <ul style="list-style-type: none"> ▪ Continuously organize CRM database ▪ Create property and contact groups based on specific criteria ▪ Send email blasts announcing sold transactions and marketing listings <p>Infield:</p> <ul style="list-style-type: none"> ▪ Attend various client meetings and networking events ▪ Take pictures for proposals and investment offerings <p>Miscellaneous:</p> <ul style="list-style-type: none"> ▪ Abstract tenant leases ▪ Prepare client status reports, Letter of Intent, purchase contracts, etc. ▪ Analyze sold comparables ▪ Property showings ▪ Look up ownership information via maps and online databases ▪ Support other business priorities and initiatives as needed