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**JOB VACANCY FORM**

- □ Full-time
- □ Part-time
- □ Summer-Job
- X Internship

**Job Title:** Real Estate Consultants Internship

**Application Deadline:** 30/5/2015

**Reference Number:** 050514-6

**Company Description**

**NAME OF FIRM/INSTITUTION:**

**TYPE:** X Local  □ Regional  □ Multinational

**INDUSTRIAL SECTOR:** Real Estate Services

**BRIEF FIRM PROFILE/DESCRIPTION:**

Our aim is to provide our corporate clients (developers, investors), with the best possible B2B real estate services. We offer you turn-key solutions covering the full commercial spectrum of the real estate value chain, from real estate representation, consultancy, screening and securing land lots.

We are also there to meet customer’s after-sales services such as Property Management and Maintenance.

Having carried the buyer throughout the purchasing process, we find value in carrying their interests further towards managing their real estate asset in the form of rendering professional property & facilities management services, thus minimizing operational disruption, maximizing equipment life span, and retaining asset value.
JOB DESCRIPTION:

Real estate is evolving into a much more academically focused field than in the past, and along with this comes an increase in real estate internships for college students. If you’re someone with great people skills and a knack for winning others over, you’ll definitely enjoy internships in real estate. We offer “rotational” program for our interns focusing on brokerage, where you will be able to work in and experiment the real estate industry. This kind of preparation is essential in this industry, which is mainly based on experience alone. Our summer internships is a full-time course. But even if you don’t land your dream job right away, by interning in our company you’ll still have gained valuable connections in the industry and personal career guidance that will help throughout your career.

Internship Program:

Day 1:
- Intro to the company and team.
- Personal & Career Guidance
  - The Importance of personal vision, objectives & goals
  - The difference between personal vision, objective & goals and how they are related to career
  - How to set personal goals
  - How to set career goals and align them with personal goals
- Real Estate Industry Introduction
  - Industry Components
  - Industry Background & Forecast
  - Real Estate Brokerage
    - Introduction
    - Means to acquire information
    - How to assess Information
    - How to Organizing the information
  - Sales Technic
    - Prospecting
    - Cold Calling
    - Meeting Structure
  - Field work
    - Property Farming
    - Information gathering & Organizing

Day 2
- Software walk around
  - Concept
  - How to Add a Property
  - How to add a client
  - How to search or modify client/property
- Farming & Prospecting methodology presentation
- Area Allocation.
Day 3:
- Preparation time
- Area Presentation
- Field study objectives
- Field Study strategy and goal settings

Day 4:
- Fieldwork
- Meeting to discuss to field findings

Day 5 & 6:
- Fieldwork

Day 7:
- Fieldwork
- Discuss findings

Week 2 till Week 6
- Fieldwork
- Discuss Findings (Every other day)

Week 8
- Work hand over & Report Presentation

JOB LOCATION(S):
City: Hamra - Beirut Country: Lebanon

DEGREE:
X Bachelor □ Master □ Doctoral Degree
X Undergraduate Student/ Degree not Necessary □ Teaching Diploma

MAJOR/ EMPHASIS: Business Administration

WORK EXPERIENCE: Fresh Grad. (Interns)

SKILLS:
Languages Skills: X English X Arabic □ French Other:

Computer Skills: MS Office

Other Skills: Communication Skills

SALARY
Basic Salary Range:
Other benefits include:
□ Accommodation □ Health Insurance □ Return Ticket □ Bonus
□ Laptop X Mobile Phone □ Children’s Education X Transportation
□ Lebanese NSSF □ None
WORKING DAYS: MONDAY TILL SATURDAY

WORKING HOURS: MON – FRI 9:00AM - 6PM
SATURDAY: 9:00AM - 2PM

How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 050514-6

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ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour

American University of Beirut
Career and Placement Services
West Hall, Room 112 E
P.O. Box 11-0236 Riad El Solh
Beirut 1107 2020, Lebanon
Tel: +961 1 350000 Ext: 3172
Tel/Fax: +961 1 744 488
E-mail: mg03@aub.edu.lb
Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.