



Proudly managing apartments since 1966

1438 W. Belmont, Chicago, IL 60657

ICM Properties, Inc. REAL ESTATE INTERNSHIP

ABOUT US

Since 1966, ICM Properties, Inc., has been a full service multi-family property management company, with over two thousand apartments on the north side of Chicago. We are a team of knowledgeable leasing agents, professional property managers, and dedicated maintenance staff.

JOB SUMMARY:

- Intern will assist in a broad range of marketing & property management activities including but not limited to:
- Copyedit, proofread, write/update website content, track advertising campaigns
- Support marketing, PR and advertising efforts
- Help develop new marketing initiatives through both print and online resources
- Help plan and coordinate marketing campaigns
- Help measure / quantify the success of various new and existing marketing campaigns
- Some office duties required
- Assist property management team with various aspects of their job
- Analyze and maintain database files
- Research and analyze competitive material and marketing opportunities
- Conduct market research as needed
- Conduct credit screening of applicants
- Prepare leases and conduct lease signings

REQUIREMENTS / SKILLS:

- Previous marketing or sales experience, or working on a marketing/sales related college degree
- Interest in real estate or leasing
- Willingness to learn
- Pleasant phone manner
- Confident, outgoing personality
- Great follow up skills
- Detail oriented
- Must be a self-starter
- Must have excellent written and verbal communication skills, proficient in Microsoft products, desktop publishing/document design experience a plus

COMPENSATION

\$500 a month
15 to 30 hours a week for the duration of the internship

This is a great position for a self-motivated person looking to get in on the ground floor of the real estate market.

PLEASE NO CALLS. E-MAIL W/ RESUME ONLY.

Email Contact: career@icmproperties.com