

Marketing Intern – Fall 2019

Engel & Völkers

Engel & Völkers is one of the world's leading service companies specialized in the sale and rental of premium residential property, commercial real estate, yachts and aircrafts. Based in over 800 locations, Engel & Völkers offers both private and institutional clients a professionally tailored range of services. Leasing, sales, consultancy and valuations form the core competences of the staff of more than 11,000 employees. The company is currently operating in 34 countries on 4 continents. Engel & Völkers Santa Monica is located a mile from the Pacific Ocean in prime Santa Monica, a beach city on the west side of Los Angeles, north of Venice and south of Malibu.

Activities

- Assisting in the marketing of our multi-million dollar properties for sale
- Preparing mailings and marketing materials, e.g. email newsletter, exposes, open house flyers, etc.
- Keeping Website and Social Media up to date
- Cross-marketing within the Engel & Völkers network
- Market research such as researching necessary records and statistics, general data gathering
- Support at Open Houses
- Office support & administrative tasks
- When interested, assistance in real estate photography possible

Qualifications and Expectations

- Excellent oral and written English communication skills
- Good time management skills
- Ability to plan, multi-task effectively and prioritize work to meet deadlines
- Strong organization skills with attention to detail
- Resourceful, creative, pro-active and enthusiastic personality as well as ability to work in a team
- Proficiency in Microsoft Word, Knowledge in Excel, PowerPoint
- Basic Knowledge of Adobe Photoshop and InDesign is a plus
- Interest in Photography is a plus
- Length: 6 month with flexible start date between 7/29 – 8/21, potentially sooner.

Benefits

- Join our global Engel & Völkers network
- Be part of a team of local experts in premium real estate services
- Gain experience in marketing high-end real estate locally as well as internationally via the Engel & Völkers network
- Join property tours in all segments of the market with an emphasis on luxurious properties
- Experience the Southern California lifestyle at its finest

By interest, please submit your resume and cover letter to Melanie Tielmann
melanie.tielmann@engelvoelkers.com.

