

## Property Management Intern

### Program Summary

This immersive internship program is structured to provide a foundational overview of four areas of real estate (Asset Management, Finance, Property Accounting, and Property Management) with a concentration in one of these four areas. This strategic design enables participants to focus on their area of interest while obtaining a broad understanding of how their division collaborates with and supports the other areas. This is a summer internship. As an intern, this individual will have “temporary employment” status and will not receive any of the company benefits that full-time employees receive, including, but not limited to, health insurance, paid time off, paid holidays, or participation in the company’s 401(k) plan.

### Position Summary

The Property Management Intern will learn about all the factors that go into effectively managing the day-to-day operations of our residential and commercial properties. This internship is ideal for a student who is interested in sales, marketing, operations, and people management.

### Job Responsibilities (responsibilities may include but are not limited to the following)

- Build leadership skills by learning about the personnel management required to effectively operate properties
- Assist with the leasing process by brainstorming sales and marketing incentives, discussing a pricing strategy, analyzing competition, and performing market research
- Under guidance from the Community Manager and/or Leasing Consultant, help with residential prospect tours, lease applications, and resident relations
- Under guidance from the Assistant Commercial Property Manager, assist with commercial tenant issues
- Assist with budget matters, including accounts payable/receivable, resident/tenant ledgers, and delinquencies
- Along with maintenance team members, physically inspect properties to ensure standards are being met
- Effectively interact with in-house departments
- Work on special projects and perform other duties as assigned

### Performance Objectives (objectives may include but are not limited to the following)

- Keep informed of industry trends and how such trends may impact Crawford Hoying portfolio
- Effectively interact with in-house departments
- Willingness to learn a variety of concepts, practices, and procedures
- Strategic approach to problem-solving and troubleshooting

### Preferred Knowledge, Skills, and Experience

- Coursework in operational management and/or people management
- A self-starter attitude with a high level of intellectual curiosity
- Excellent interpersonal and communication skills
- Strong attention to detail
- Proficiency in Microsoft Excel
- Familiarity with budgets and basic accounting

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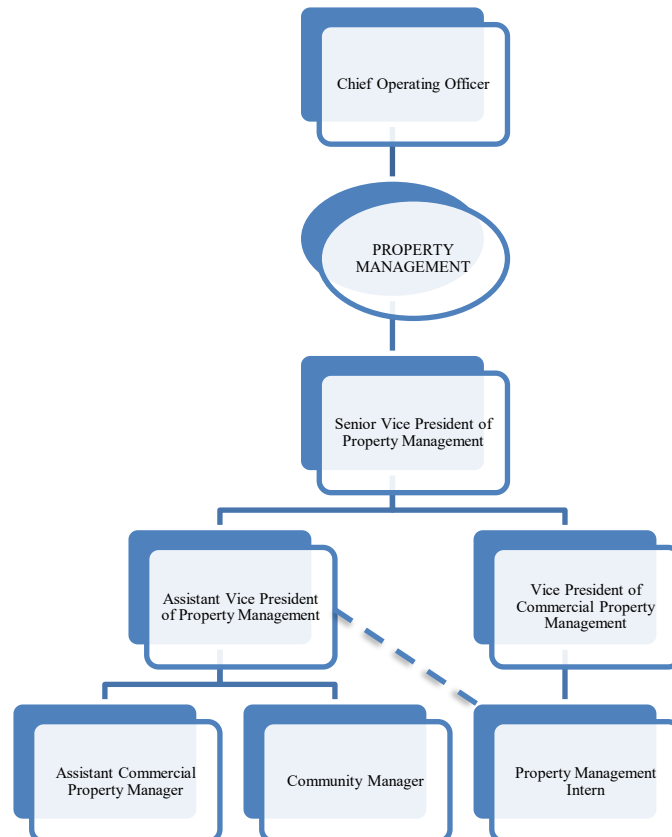
[www.crawfordhoying.com](http://www.crawfordhoying.com)

**Work Environment**

The Property Management Intern works at the corporate office and regularly interfaces with internal customers.

**Reporting Structure**

The Property Management Intern reports to the Vice President of Commercial Property Management and also takes direction from the Assistant Vice President of Property Management.

**Physical Requirements**

The candidate's physical condition must be sufficient for the consistent and successful completion of the responsibilities defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, and lifting up to twenty-five pounds.

**If you are interested in applying for this internship,  
please email your resume to [hr@crawfordhoying.com](mailto:hr@crawfordhoying.com).**

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