

Property Area INTERNSHIP

We are looking for recent high school or college economics graduates who are tenacious, curious and reliable, to work within the **Property & Building Management** Business Unit.

The context in which this professional-level intern will work is that of real estate management from an administrative and bookkeeping perspective, known as Property Management. Within the corporate hierarchy, he or she will provide support to the team and will be closely supervised by a tutor with multi-year experience.

The goal of this internship is to learn the basics of administrative management of real estate assets in guaranteeing the execution of bookkeeping, fiscal, legal and insurance activities in compliance with real estate rules and regulations.

Specific requisites include:

- college degree or high school diploma in economics or related areas
- excellent IT skills (Office package, especially Excel)
- good interpersonal skills (indispensable in managing relations with property owners and/or with customers/tenants)
- excellent organizational and managerial skills

Upon conclusion of the program, the intern will be able to perform the following activities independently:

- use SAP to archive supplier invoices and enter purchase orders
- prepare active invoicing in SAP
- utilize a range of modules in a vertical ERP management system for real estate
- manage a document archive
- monitor tenant payments
- manage correspondence with tenants
- manage accounts payable

- verify and monitor contract agreements
- manage expense balances and registration taxes
- create the data bases for determining IMU (Property ownership tax) and TASI (Indivisible services tax) rates