Business Intern Position
Welcome Home Properties

We are seeking a highly motivated business intern to join our team and provide creative ideas to help achieve our goals. As a business intern, you will have administrative and development duties in all stages of marketing, promotion and development. Your insightful contribution will help develop, expand and maintain our business channels. This internship will help you acquire many diverse skills and provide you with knowledge of various marketing strategies, especially in regards to small business. Flexible hours and friendly atmosphere make this a great place to work. Ultimately, you will gain a broad experience in small business that should prepare you to enter the work environment.

Responsibilities

- Support in daily administrative tasks (phone calls, organization, etc.)
- Assist in marketing and advertising promotional activities (social media, mail, and web)
- Assist in showing and marketing various rental properties to potential tenants
- Help with solving tenant service requests
- Assist in inspecting properties to retain and develop property value

Requirements

- Ability to brainstorm ideas for innovative marketing campaigns
- Excellent verbal and written communication skills
- Strong desire to learn along with professional drive
- Solid understanding of different marketing techniques
- Proficiency using Mac systems and Microsoft Office
- Ability to work independently and as part of a team
- Passion for the marketing industry and desire to work with small business
- Current enrollment in a related BS degree

If interested, please contact Miles or Emily at office@welcomehps.com or 509.525.1040