

## **Real Estate Management Database Intern**

**General Statement of Duties:** The research intern will assist the Beacon Information Central ('BIC') team and other various departments. "BIC" is a new asset management database system which is in the implementation phase. With over 70+ properties, Beacon is implementing this new system to centralize property information, organize and track data, store key documents and run various reports to analyze data at the portfolio and property specific levels.

**Supervision Received:** Development Director and Director of Special Projects - Corporate

**Supervision Exercised:** None.

**FLSA Status:** Non-Exempt

**Location:** Home Office

**Essential Functions of the Position:** The intern will work with the BIC team and project manager to assist with the: (Any one position may not include all of the duties listed, nor do the listed examples include all that may be found in positions of this class.)

- General implementation of the centralized database.
- Gathering and verifying data for input into system as various modules are rolled out.
- Task delegation to various departments and follow up to meet deadlines.
- File maintenance, organization and updates
- Misc. tasks related to report building. Analyze reports used by various departments to identify shared data needs and assist in ideas for report improvement and development
- Report testing and analysis
- May also assist accounting and asset management departments as needed with various tasks related to custom asset management reports to be developed in BIC.
- Collect, scan as needed, and name various documents in prep for loading into system

### **Qualifications:**

Candidates should be currently pursuing their Bachelor's degree in Management, Accounting, Finance, or Real Estate and have an interest in database management/residential property management.

- Detail oriented is essential
- Excellent proof-reading skills
- Good problem solving and analytical skills
- Intermediate to advanced knowledge of Microsoft Word, Excel, Powerpoint
- Knowledge or familiarity with database programs/structures a plus
- Excellent customer service skills
- Excellent communication skills, both oral and written, are essential.
- Work in a team environment and the ability to prioritize tasks.
- Must be able to commit to a three to six month program – Part-time/Flexible hours

### **Minimum Qualifications**

**Education:** Working on a BA/BS in Finance, Accounting, Economics, Business, Real Estate or related field.

**Qualifications, Abilities and Skills:**

Experience preferred in accounting, finance, or asset management role, preferably within the affordable housing or real estate industry. Advanced knowledge of Excel, experience with databases a plus. Superior problem solving and analytical skills with attention to detail. Ability to multi-task. Excellent interpersonal, follow-through and organizational skills. Excellent oral and written communication skills.

Travel requirements:

Some travel will be required, as our portfolio consists of assets throughout New England and the Mid-Atlantic.

Beacon Core Competencies required for all positions:

Teamwork, Integrity/Ethics, Dependability, Customer Focus, Adaptability/Flexibility

Beacon Asset Manager Job Competencies:

Job Knowledge, Quality, Problem Solving/Analysis, Interpersonal Skills, Personal Organization, Productivity

*Beacon Communities is an Equal Opportunity Employer*

**Interested? Please send your resume to [Careers@beaconcommunitiesllc.com](mailto:Careers@beaconcommunitiesllc.com) and put Real Estate Management Database Intern in the subject line. Thanks!**

