



Infinity Residential
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About Us-Who you will be Working with

Working for a Residential Property Management Company that provides homes where people most want to live. A unique opportunity to get a head start in the residential real estate management industry. We've got a small core group of well-seasoned super pros with years in the real estate property management business. Our experienced team is dedicated to our clients-home owners, residents, as well as our colleagues. And that's why our employees say they are proud and "happy" to work at Infinity Residential. We are a company that knows how to work as a team and treat employees like family, as well as allow a culture where employees can make their mark. When you join Infinity Residential, you won't be treated as simply another employee - you will be considered a partner in our shared success.

Who You Are

- Organized, Flexible, and Adaptable. You have a keen eye for detail and pride yourself on delivering quality work. You multitask well, re-prioritize accordingly, and meet deadlines consistently. You keep your cool during stressful situations, remain resilient, and quickly find solutions to meet the changing needs and priorities of the business.
- A Collaborator and Trusted Team Player. You enjoy partnering with others - whether internal or external - and build constructive working relationships that foster cooperation to get work done and deliver great results. You are united with teammates and follow through on commitments.
- A Strong Communicator. Your writing and speaking skills are clear, articulate, and effective, demonstrating your ability to interact with all levels and helping you connect well with others.
- Creative. You like thinking outside the box to come up with smart solutions to new challenges, and you embrace the opportunity to live in the gray.
- A Solution-Oriented Team Player. You are united with teammates and follow through on commitments. **Passionate. Motivated. Eager to Learn.** You ask smart questions, challenge the status quo, and regularly seek to understand. You invest extra energy to reach your goals.

OVERVIEW OF THE 2024 Property Management INTERNSHIP PROGRAM

- First-hand experience of day-to-day property management life and resources to learn the real estate management industry's programs/tools and processes.
- Work alongside the property management team to learn and assist with customer service, leasing, and team communication.
- Network and engage with property owners across the country to establish and execute key deliverables.
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- Ability to schedule, tour, and lease properties to potential tenants.

This year we are additionally seeking an intern to assist in our all aspects of Property Management and Leasing:

REQUIREMENTS

- Prefer a rising college senior pursuing a Bachelor's degree in Real Estate, Property Management, and or Marketing Background/Major.
- Unrestricted authorization to work in the United States (currently, we are not sponsoring work visas for this role).
- Ability to effectively and objectively communicate and work with internal and external customers and strong organizational skills and a keen eye for detail.
- Must be comfortable working autonomously and multi-tasking in a fast-paced environment with changing deadlines.
- Familiarity and previous experience with Google Applications (Gmail, Calendar, Docs, Sheets) preferred. Appfolio experience - huge PLUS!
- Solid written and oral communication skills
- Second Language - desirable
- Detail-oriented and highly organized
- Strong analytical and problem-solving skills
- Ability to work independently and collaboratively

Infinity Residentials' property management internship program is a unpaid part-time internship beginning in 2024 through December 2025 and designed for those looking to gain broad exposure to the real estate property management industry and all it has to offer.