Internship with The Cassina Group

Industry: Real Estate

About The Cassina Group: The Cassina Group is Charleston’s most innovative real estate firm using leading-edge technology to deliver stronger results, while maintaining the highest level of personalized, hands-on service.

Job Function: Marketing, Real Estate
We are looking for an intern to help with our marketing efforts and real-estate related tasks. This intern would serve directly under the Managing Broker and would be responsible for things such as:

- Updating sales activity figures and company profiles on various real estate websites
- Managing client database with current contact information
- Assisting in sending bulk e-mails to clients
- Writing blog content about current listings
- Generating a calendar of local events and links to be shared on social media
- Visiting for sale properties to assist with tasks such as dropping off signs and lock boxes
- Running errands for the office (post office, attorneys, post office, other local offices, etc.)
- Helping with other miscellaneous office tasks as needed

Qualifications: The ideal candidate needs to be extremely organized with attention to detail. They would possess excellent written and verbal communication skills and be familiar with Microsoft Office. Having an interest or experience in graphic design or photography would also be a plus. The Cassina Group presents a fast-paced, team-oriented environment so they would have to work well with others and be able to prioritize tasks. MUST HAVE A CAR.

Learning Objectives: This will be a good opportunity for a student to gain real-world experience within a fast-pace real estate office.

Requirements:

- Major involving business, communications, marketing, real estate or related field a plus
- Position is based in Mount Pleasant so candidate must have a car

To apply, email Molly Glover, Marketing Director for The Cassina Group (mglover@thecassinagroup.com) or mail a copy of your resume to The Cassina Group, 309 Coleman Boulevard, Mount Pleasant, SC 29464.

O 843.628.0008 www.TheCassinaGroup.com
132 East Bay Street, Charleston, SC 29401
69 Morris Street, Suite 101, Charleston, SC 29403