



NEST PROPERTY MANAGEMENT IS HIRING A...

PROPERTY MANAGEMENT INTERN

Nest Property Management is a full-service property management and leasing company in Charlottesville. We focus mainly on residential single family homes, condominiums, attached town homes, and apartments in Charlottesville, Albemarle, and surrounding counties. In addition, we manage HOAs and condo associations throughout Central Virginia.

Nest PM is a product of Nest Realty, one of the most respected real estate firms in Central Virginia. In just 7 years, Nest has grown to receive regional and national accolades for marketing and innovation in real estate. In addition, we have been honored by INC Magazine as one of the fastest growing private American companies for the past three years (and counting).

We believe the real estate experience is often a gateway to the next chapter of your life. The process should be a happy one. Fun. Moving. Exhilarating. It is for us and we love sharing it with our clients.

Though we still operate like a start up, we are growing. That's where you come in. We're seeking a remarkable Property Management Intern to join our team and help us ensure we offer our clients exceptional service.

THE OPPORTUNITY

In a world of Google searches, self-checkout lines, and automation, it is more important than ever to dedicate time and resources to providing exemplary customer service.

We're looking for a Property Management Intern to join our team and assist our team so that we can provide top-notch service to property owners, prospective tenants, and tenants.

THE BIG PICTURE

Here's a rundown of the tasks and responsibilities of the Property Management Intern:

- You will work hand-in-hand with our entire team to assist with incoming prospect inquiries in a timely and professional manner. It's vital that you are courteous and responsive to their requests.
- You'll be busy on the front line, nurturing prospective clients...and extremely meticulous and organized when following up with each of them so that we can place qualified tenants in the investment properties that we manage.
- You'll help with property showings to prospective tenants and work closely with our team with lease signings.
- You'll work closely with our maintenance team to assist with move-outs, property turnovers, and compliance.

THE DETAILS

At Nest, no work day is ever the same...we can promise that. Here's a list of some of the ongoing tasks that you'll be responsible for, as a part of our team:

- Assist Leasing Manager with leasing activities
- Process lease applications
- Handle incoming inquiries and schedule showings of available rental properties
- Show prospective tenants any available rental properties
- Work with our team to help coordinate details of new tenant move-ins
- Efficient and timely processing of ongoing administrative forms and reports
- Follow policies related to the leasing process, including adhering to fair housing policies

THE SKILLS

You must be:

- Engaging, transparent, and genuine - both offline and online
- A strong communicator - both written and oral
- Organized and able to manage a fast-paced environment with little supervision
- Savvy with technology and digital channels
- A team player. We're a small company and everyone pitches in to get the job done

TIMEFRAME

- Our preferred start date is on or before May 1, 2017 (we can be slightly flexible)
- This position will run through mid-August

HOW TO APPLY

To apply for this Charlottesville-based position, please send us...

1. Your resume in PDF format
2. A thoughtful cover letter in PDF Format, and

The above information can be sent to adam@rentwithnest.com.

No phone calls, please.

Please note that incomplete applications will not be considered.