



Professional Home Buyers

Professional Home Buyers is a local real estate investing company that works with home buyers to get them into homes. We use many creative strategies to allow buyers to get financing.

Job Title:	Real Estate Intern	Date:	Jan. 5 2011
Job Description: With this internship the students will be able to at least touch almost every part of the real estate world.			
Responsibilities:			
<ul style="list-style-type: none"> • Filing Real Estate docs, and Property Management docs both physical files and on the computer • Property Research <ul style="list-style-type: none"> ○ Comps ○ Property History ○ Evaluation of the investment opportunity • Help to coordinate closings • Customer/client coordinating • Lead follow up and generation • Web Marketing • Project Management • Task management for Vendors • Learn Local Trends of the Market • Learn how to expand into different markets • Help with scheduling 			
Job Location:	1635 Waterfront Parkway	Company Industry:	Real Estate Investments
Job Role:	Admin, Sales, Customer Service, Research	Joining Date:	ASAP
Employment Status:	Part time/ Flexible hrs based on your schooling.	Employment Type:	Internship
Monthly Salary Range:	Non Paid	Manages Others:	No
Number of Vacancies:	2-3	Other:	
Skills:			
<ul style="list-style-type: none"> • Loves Real Estate and Enjoys working in a fast pace environment • Communication, Interpersonal, Analytical, Team Building • Excellent Planning, Organizational, Negotiation & Technical Troubleshooting Skills 			
Please Send Application to:			
Name:	Kevin Harmon	Email:	kevinharmon@prohomebuyer.com
Address:	1635 Waterfront Parkway	State:	KS
City:	Wichita	Zip/Postal Code:	67206
Phone:	316-925-4713	Fax:	316-925-4725