

JOB HIGHLIGHTS:

Internship in Business Development team

We are looking for a young talented intern to be a part of our business development team, who is willing to learn new things within the hospitality industry.

Qualifications:

- Studying in Business Administration or related field.
- Good command of English
- Proactive, organized approach to multitasking.
- Creative and strong problem-solving skills.
- Task and time management skills.
- Basic math skills and understanding of basic financial concepts.

Things to learn:

- Criteria for both hotel and apartment buildings
- Comp Set analysis
- Salesforce
- Communication skills

Responsibilities:

- Studying and creating comp set for projects that team is working on.
 - Walking survey for potential project and record detail information.
 - Managing filing system.
 - Recording information as needed.
 - Coordinating events as necessary.
 - Market research as per requested.
 - Searching potential properties and property agents via internet.
 - Supporting Business Development team and supervising administrative department activities staff members.
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