

DEODATE is regarded as one of the best boutique management consulting firm in Real Estate Strategy in California. We have the pleasure of advising some of the most visible companies and government agencies on truly transformative growth, development, and infrastructure projects.

We seek a marketing intern that will assist in administrative areas. This includes assisting DEODATE team members with various administrative tasks, errands, and being a positive, courteous, and professional presence with vendors, clients, and other entities that interface with DEODATE.

Interns will gain valuable, hands-on experience working in a lucrative and growing field with high-profile clients from across the corporate, government, and non-profit spectrum. Additionally, interns will often work closely with DEODATE executives. Past clients include: Coca Cola, Exposition Park (Banc of California Stadium, Science Center, Coliseum, etc.), Metro Gold Line, GEARYS Beverly Hills, the Metropolitan YMCA of Los Angeles, amongst others.

This is a part-time position starting at \$12 an hour with flexible schedules (12 hours minimum, 18 hours maximum). Interns will report to our Pasadena office.

DUTIES AND RESPONSIBILITIES

- Answering, screening and managing incoming phone calls and mail, which includes coordinating with colleagues and other administrative assistants, to ensure that phones are answered for the entire department
- Scheduling travel arrangements, preparing detailed itineraries
- Maintaining the client database
- Organizing meetings both in house and offsite
- Drafting correspondence and assisting in producing presentations, meeting agendas, relationship summaries, and other documents as necessary
- Performing other administrative duties as needed including faxing, filing, scanning, and inter-office materials
- Support current team members in various responsibilities, as assigned

REQUIREMENTS

- Must be currently pursuing or planning to pursue a business, real estate, marketing, or communications degree (undergraduate or graduate) at a 4 year university
- Excellent writing and communication skills with little editing required
- Ability to manage various projects simultaneously
- Exemplary communication and relationship skills (verbal and written)
- Comfortable with entire Microsoft Office Suite and Google Business Products
- Thorough knowledge of Adobe Reader and Acrobat

PREFERRED SKILLS

- Computer skills (business programs) a must
- Salesforce knowledge or aptitude towards learning
- Excellent customer service skills

PERKS

- Networking opportunities with professionals from high-profile corporations and partners
- Help with job placement post-graduation
- Weekly mentoring meeting with executive management for questions, advice, and guidance you may have on college, business, career, etc.
- Letter of recommendation and reference for fellowships, scholarships, and future employment

www.DEODATECORP.com