

Our company :

GAAM Capital is a property acquisition company based in London and Dublin. We are working with letting through our own blocks and the properties acquired and managed for our clients, as such, we are looking for a Property Management intern based in Dublin

Responsibilities

- Help to manage the property portfolio of lettings
 - Advertise and promote property vacancies
 - Taking pictures of the properties
 - Maintain property portals and ensure they are kept up to date
 - Manage all potential tenant enquiries by emails and phone calls and arrange viewings
 - Processing tenancies from viewings to move in
 - Assist with compliance across all tenancies
 - Liaise with Landlords and Tenants of our property portfolio
 - Support Property Manager in arranging maintenance works such as cleaning, maintenance, and repair
 - Liaise with contractors regarding any maintenance work
- Participate in the business development
 - Developing the lettings business by attracting new landlords through a variety of media, this could include reaching out on social media, emailing or phoning
 - Arranging meetings for senior management with prospective clients
 - Creating partnerships with large corporate companies, relocation companies and English schools in Dublin

It is an excellent opportunity to work in a dynamic company and sector, to learn and improve your skills.

This internship can lead to the possibility of a full time permanent job for the right person.

Requirements

- Studying towards a BSc or MSc degree in Business or Real estate or other
- Great communicator with good written and oral English and French is a plus
- Multilingualism is a plus
- Good phone manners
- Well organised
- Confident with a positive and can-do attitude
- Self-driven with the ability to work on your own as well as in a team
- Real Interest for Real Estate