

CITYMARK CAPITAL

Job Title:	Commercial Real Estate Finance Internship	Location:	Cleveland, OH*
Position Type:	Full-time or Part-time 8-10 weeks, pending candidate availability	Travel Required:	No travel required
Compensation:	\$18.00 per hour	Applications Accepted By:	hiringmanager@citymarkcapital.com
Date Posted:	March 9, 2021	Posting Expires:	April 30, 2021
External Posting URL:			

ABOUT CITYMARK CAPITAL:

Citymark Capital is a privately held, Cleveland-based real estate investment firm. Citymark Capital specializes in investments in multi-family value-add acquisition projects in US markets. <https://citymarkcapital.com/>

POSITION DESCRIPTION:

Supplement your studies with practical, hands-on exposure to various aspects of the Commercial Real Estate and Private Fund industry, including asset underwriting and origination, asset management, financial modeling and private fund administration. In addition, you will gain exposure to senior executives and will build a valuable network of peers, managers and leaders in the industry.

This internship position would be ideal for current undergraduate students having completed at least 2 years of studies majoring in Accounting, Business Administration, Finance, Economics or closely related field. The ideal candidate will be detail oriented, self-motivated and technologically fluent. We expect a strong work ethic and commitment to represent Citymark with dependable professionalism.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Conducting research, collecting, analyzing and presenting data (demographic, economic, geographic, market, sponsor, and property data)
- Participating in the creation and enhancement of financial models
- Attending meetings and calls; interfacing with business contacts
- Assisting in organizing meetings, calls and events
- Participating in industry webinars and presentations
- Client relationship database enhancement
- Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum of two years of studies in Accounting, Business Administration, Economics, Finance or closely related field

PREFERRED SKILLS

- Proficient in Microsoft Excel, Word and PowerPoint
- Strong oral and written communication skills
- Attention to detail
- Ability to work independently, as well as thrive in a team environment
- Work successfully under deadlines
- Ability to work an established schedule but to be flexible as projects require

ADDITIONAL NOTES

Citymark Capital is an equal opportunity and affirmative action employer. All qualified candidates will be considered for employment without regard to race, color, religion, gender, age, disability, sexual orientation, national origin, veteran status or any other category protected by law. Citymark Capital is a drug and tobacco free workplace.

Chosen candidate may be required to receive the COVID 19 vaccine, to the extent permitted by law.

*Citymark Capital office is located at One Cleveland Center, 1375 East 9th Street, Suite 2880, Cleveland, OH 44114.

Circumstances due to COVID-19 pandemic may initially necessitate adjustments to work location.