



**CB Richard Ellis** is the world's leading commercial real estate advisor. The Company has approximately 30,000 employees (excluding affiliates), and serves real estate owners, investors and occupiers through more than 300 offices in 50 countries worldwide. CB Richard Ellis offers strategic advice and execution for property sales and leasing; corporate services; property, facilities and project management; mortgage banking; appraisal and valuation; development services; investment management; and research and consulting. CB Richard Ellis has been named a BusinessWeek 50 “best in class” company for three years in a row.

### **Asset Management**

The department has more than 34 years’ experience in asset management and is made up of 24 professionals located mainly in the Madrid, Barcelona and Valencia offices.

The department provides more than 52 clients with an Asset Management service with a volume of managed surface area of more than 1,000,000 m<sup>2</sup>.

Our clients include public and private institutions, investment funds, pension funds, insurance companies and real estate investors.

The Asset Management Department is divided into two distinct areas classified according to the geographical location of the managed properties.

- An area covering Spain, called Property Management
- An international area called International Portfolio Management

International Portfolio Management offers an internship for the students that would like to gain experience in an international team of the professionals from real estate market. We are looking for well prepared and highly self-motivated students to work mainly in Property Management of the Spanish investments on the Polish market.

### Requirements:

- Fluent level of English (oral and written)
- Basic administrative skills (typing, reporting, document and office organization, calendar management);
- Intermediate skill level with Microsoft Office suite preferred;
- Highly self-motivated and directed;

### Knowledge, skills and competence to be acquired:

- Wide knowledge about real estate business and practices in Spain and Europe especially Asset and Property Management services
- View of the real estate markets in Europe (current situation, trends and tendencies, destinations, estimation)
- Knowledge of financial terms and principles used in Property Management
- Ability to prepare reports and summaries
- Ability to prepare budgets
- Ability to communicate effectively with agents involved in management of real estate
- Communication skills in the international environment
- Analytical and quantitative skills
- Social skills



Tasks of the trainee:

- Invoices preparation and report
- Costs and incomes control
- Bank movements daily control
- Electronic archive of the documents
- Monthly performance reports revision
- Telephone assistance
- Presentations of services preparation
- Due dates monitoring

Monitoring and evaluation plan:

- Objectives setting in the beginning of the training period
- Performance monitoring and correction during the period (with the person responsible)
- Performance evaluation in the end of the training period and final opinion for the sending institution

If you are interested please send e-mail with your CV in English to Joanna Zola  
[joanna.zola@cbre.com](mailto:joanna.zola@cbre.com) .