



## Job Description

### Leasing & Development Internship

### NewMark Merrill Companies

#### **THE COMPANY**

NewMark Merrill Companies, LLC is a private owner and operator of more than 70 community shopping centers representing over 1,500 tenants covering over 10,000,000 square feet in three States.

NewMark Merrill is owned by President and Chief Executive Officer, Sanford D. Sigal. Since 1997, he has led NewMark Merrill in a community leadership role at the company's shopping centers in more than 45 cities throughout California, Colorado and Illinois ensuring we are an asset to every place we buy, manage and build shopping environments. The company also has a technology business called BrightStreet Ventures, which is a leader in using technology to help us succeed as a landlord, and for tenants to thrive by taking advantage of technology.

The company is based in Woodland Hills, CA and has primary satellite offices in Oceanside, CA and Longmont, CO. NewMark Merrill's shopping centers are located in more than 45 cities throughout California, Colorado and Illinois. The tenants of our shopping centers includes merchants such as Vons, Whole Foods, Target, Walmart, Sam's Club, Lowe's, Bed Bath & Beyond, Marshalls, Ross and a large cross-section of other retail, restaurant and service tenants.

NewMark Merrill works very hard to ensure that our shopping centers are successful for our tenants and the community. Our mission statement is 1) to ensure every community is better by its involvement, 2) to give every tenant a great shot at being successful and recognizing the American dream of building a business that thrives and provides opportunities for their customers and their employees, and 3) to enable every employee of NewMark Merrill to achieve their dreams, to be better for the experience of working at the Company, and to challenge themselves in ways that make them better people.

The company's growth has often landed it on the "Fastest Growing Private Company" lists by creating shopping environments that create meaningful experiences, bringing in tenants who cater to the customer and the community, and by supporting our neighborhoods through events, outreach, and being a role model of a corporate citizen.

We look for people who want to challenge themselves and create something amazing and aren't afraid to make mistakes as a way to grow.

## **POSITION SUMMARY**

We offer a competitive entry-level opportunity to work on meaningful projects and effect real change at our company while learning all about commercial retail center acquisitions, development and management. Our entry-level staff receives hands-on experience solving business needs and adds value in the communities where we live and work. You'll make new connections and sharpen the skills you need to succeed.

## **ESSENTIAL JOB FUNCTIONS**

- Drafting new leases and amendments
- Reviewing signage and other rights
- Processing legal notices and sales reports
- Drafting owner approval letters for new leases and lease amendments
- Compiling and processing leasing applications for prospects
- Assist with prospective tenant space showings
- Managing development budgets, schedules and cash flow
- Maintaining communication with government agencies from entitlement to final acceptance
- Managing sub bidding and contract execution
- Reporting weekly project status to stakeholders
- Reviewing bid documents, site plans, improvement plans and plans for project coordination and accuracy

## **REQUIREMENTS / PERSONAL CHARACTERISTICS**

- Currently enrolled in a Bachelor's or Master's program at an accredited post-secondary educational institution
- A strong interest in the commercial real estate industry and technology
- Analytical and problem solving skills
- Relationship management abilities and marketing skills
- Well-developed written communication and presentation skills
- Business, marketing, or related field and/or equivalent school/work experience
- Proficiency in Excel with strong working aptitude in Microsoft Office
- Very strong trouble shooting and problem solving skills, but with the knowledge also to know when to ask for help
- Outstanding client service focus
- Responsive to needs of colleagues and clients
- High integrity with a diligent work ethic
- Team/people oriented
- Highly organized with good time management skills
- Meticulous attention to detail, thorough and accurate

Resumes and corresponding documentation may be submitted confidentially to [hr@newmarkmerrill.com](mailto:hr@newmarkmerrill.com).