



Join Our Team!

Next Gen SASH Intern

Position Description: In summary, the role of Next Gen Real Estate Intern will be to provide support and assistance for any and all SASH Realty brokers, primarily Rebecca Bomann (Designated Broker), helping with transactions, properties, and clients, and also to support SASH corporate in any tasks necessary for the operations, growth, and success of the company. This is a paid, year-long internship that provides a unique opportunity to learn all the ins and outs of real estate while building a longer runway to launch their career as a real estate broker with SASH at the conclusion of the internship.

This includes but it is not limited to:

- Working as a licensed or unlicensed real estate assistant for purposes of helping various SASH Team members with their real estate work and carrying out a wide range of administrative tasks for specific transactions.
- Serving the SASH Broker Team so that they can serve potential, existing, and past SASH clients by carrying out a wide range of tasks.
- Providing support to Rebecca Bomann with all of the tasks associated with her transaction pipeline, as well as for specific business development projects, such as assisting with creating presentations and materials for strategic business steps, training materials and videos, new Team member recruiting and screening, and more.
- Running various errands for SASH Team members and for SASH corporate; for example, obtaining supplies, picking up flyers, recording a document, accompanying movers, closing out a sold property, loading or unloading items from a home, meeting a contractor, etc.
- Assisting with follow up, marketing, and outreach (in person and digital) for the purposes of obtaining clients and growing the SASH transaction pipeline, growing our SASH brand in the Puget Sound area, and helping both SASH corporate and each Team member to be successful.
- Checking on and attending to houses and properties on behalf of SASH Team members to assist them with smooth and successful transactions.
- Carrying out SASH Office projects that pertain to transaction organization, SASH-sponsored events, file management, data entry, Team training, statistics tracking, general business operations, Team meetings, and general admin support. This includes filling in when SASH office Team members are absent, to cover phones and regular office activities.
- General assistance for Team events such as food pickup and prep, copying materials, room prep and take-down, making coffee, games, prizes, and more.
- Anything else that is needed by the SASH Team for general and specific business operations, and to support the success of each individual and the company in general.

The attributes, skills, and experience we are looking for:

Excellent interpersonal communication skills both verbal and written • **Innate initiative and drive** to problem solve, complete tasks, and expand their knowledge & skill set • **Disciplined** in their time management, reliability, organization, and attention to detail • **Integrity** through ethics, trustworthiness, and standard of work produced • **Passion** for real estate, customer service, and working in a team environment • **Accountability** to teammates, clients, other real estate professionals • **Resiliency and a positive attitude** in even the toughest situations or difficult days • **Technologically savvy** with an ability to acclimate to new systems and softwares with ease • **Superb driving skills** and a reliable car/SUV/truck • **Experience in customer facing roles**, retail, or sales