

Brisbane Real Estate Internship – Details and Application

Bees Nees City Realty invites applications from real estate students wanting to experience first hand the daily work of an inner-Brisbane agency, through a three day unpaid internship.

Now it's time to see how this real estate stuff works out in the real world! Choosing from either of the Property Management or Residential Sales modules, you'll spend time with leasing, sales, property management, admin and marketing team members, and complete a detailed written assessment each day. A Certificate of Achievement will be awarded on successful completion of the Internship.

- Take an up close and personal look at the various roles in an agency
- Spend time with experienced team members and see what their day really looks like
- Add your first property item to your CV with this highly relevant and current experience
- Gain insights to help you choose the workplace and type of agency to best suit you
- Learn more about your career options and receive tips on how to secure your dream job including ideas on interviewing your future employers
- Make your final decision that this is the right career for you

Eligibility:

- You're wanting to learn and have your questions answered.
- Currently enrolled in either of the real estate registration or full license courses with a registered Queensland training organisation and you **must have successfully completed at least 2 units.**
- You will also be eligible for the internship if you've completed the course and achieved a Certificate of Attainment within the past 12 months.
- Must be available to attend the agency over three work days 8.30am to 5pm (plus a half day Saturday for Sales module).
- You have no previous real estate agency experience.
- You are not currently employed and do not have pending employment with a real estate agency.
- You meet the suitability criteria for successful registration as a real estate salesperson in Queensland (see the [OFT website](#))
- Entry is open to all ages and background; good English skills are essential.

Details:

Property Management module:

- Leasing residential property: spend time with our Leasing Manager – researching and recommending market rent; promoting and showing property; assessing tenancy applications; use of technology for landlord and tenant communications.
- Inspecting property: accompany a Property Manager for routine inspections, entry and exit inspections; learn how we assess, report and process each of these important tasks
- Property Maintenance: our team has a full-time Maintenance Co-ordinator and you'll watch and learn as they assess maintenance tasks and requests, consider options for trades and co-ordinate approvals and property access.
- Lease renewals; rent reviews and arrears management: You're learning the legislation – here you'll see what happens in the real world when we have to work with it and achieve practical results for our landlord clients.
- New business and marketing: Every agency loses properties from their rent roll as they're sold or owners move into them etc. Learn how our Client Service Manager prospects for new landlords and our Marketing Manager promotes our services through social and online media and off-line tools.
- Career options: in this session our Principal will answer your questions and help map your options in the profession; learn about how different agency management structures can impact your role and the support/training; franchise versus independent agencies; discuss some remuneration models commonly used; how to sell yourself and secure the best positions
- Learn about Sales: each Property Management Intern will spend a half day in the Sales Team. Even if this isn't your chosen stream in the profession, it's critical you can work with and understand this important part of agency service.

Sales Module:

- **Prospecting:** Many entrants to our profession think we sell property, but our first sale is to property owners – without them we have no job! See how our Sales Team work the database of past contacts and prospect for their next listing.
- **Market appraisals and pricing:** get involved and assist as we prepare sales appraisals, researching recent sales and current competition.
- **Listing presentation:** very few of these run to a script in the real world – watch first hand as we explain our service and ask for the listing.
- **Promoting the property:** assist with preparation and updating of real property ads on the major portals and social media.
- **Inspecting property:** accompany our Sales Team on buyer inspections, including Saturday open homes; learn about the technology we use to ensure ease of communication for our buyers, along with reporting to our seller clients.
- **Negotiating the sale:** observe up close as we work with buyers and sellers to achieve sales: learn first hand how we really earn our fees through the art of negotiating
- **See how we complete contracts,** carry out building and valuation inspections and follow the deal through to, and beyond, settlement day.
- **Agency promotion:** work with our Marketing Manager and learn how we build the agency's profile and support the team's search for listings; use of research and promotional tools including social media and blogging.
- **Career options:** in this session our Principal will answer your questions and help map your options in the profession; learn about how different agency management structures can impact your role and the support/training; franchise versus independent agencies; discuss some remuneration models commonly used; how to sell yourself and secure the best positions
- **Learn about Property Management:** each Sales Intern will spend half a day in the Property Management Team. Even if this isn't your chosen stream in the profession, it's critical you can work with and understand this important part of agency service.

More about Bees Nees City Realty

Independent and privately-owned, South Brisbane based and established in 2006, we were the REIQ's Queensland Agency of the Year (Medium) in 2019. We're a team of 13 including salespeople, property managers, leasing manager, new business consultant, maintenance co-ordinator, admin and marketing.

Our General Manager Clint has worked in real estate, and at Bees Nees, since 2006. He's the Chair of the REIQ's Property Management Chapter Committee. Our Sales Manager Rebecca joined this profession in 1997 and is experienced sales leader and franchise manager. Rebecca is the Southern Suburbs Zone Chair for the REIQ.

Our leaders believe in lifting the standards of our profession and that's best achieved through a stronger and ongoing education beyond the entry qualifications. We offer this Internship to help new entrants make sound decisions on joining this career and to help you succeed moving into employment. It's also an opportunity for us to meet and work with potential recruits for our team.

Your Internship will be supervised by agency Principal, Rob Honeycombe. Rob has worked in real estate since 1991 as a salesperson, agency owner, project marketer, investor and property developer. He is the REIQ's past Queensland Chairman and a Life Member. Rob will oversee your progress, help you explore your career options and provide a sounding board to maximise your Internship experience.

Next steps:

1. Read the above outline and be sure you meet the eligibility criteria and can commit to a full week of learning.
2. Complete the attached Application and return, along with your resume, to Rob Honeycombe at md@beesnees.com.au
3. If you're short-listed you'll be invited to attend a 10 minute Zoom interview.
4. The Internship is currently only available to one student each month; if you are a successful candidate the dates will be agreed and confirmed in writing.

**Application Form – Brisbane Real Estate Internship
Bees Nees City Realty**

Name:

Email:

Phone:

Currently enrolled with which Registered Training Organisation (RTO):

Completed units:

Your current employment and availability:

Have you ever worked in a real estate agency, or have you accepted employment with an agency? YES/NO

I believe I meet the suitability criteria for successful registration as a real estate salesperson in Queensland (see the OFT website) YES/NO

I understand I will be asked to keep information gained during the Internship confidential YES/NO

My interest is in Residential Property Management or Residential Sales:

Please tell us briefly what you're hoping to learn or achieve from an Internship?

Please return this page, along with your resume, to md@beesnees.com.au or call us on 3214 6888 for more details.