

Job Title: Real Estate Intern

Location: Paphos

Company: Homefinder.cy

About Us:

Homefinder.cy is a real estate firm with a passion for excellence and a commitment to providing outstanding services to our clients. We are currently seeking a motivated Real Estate Intern to join our team.

Job Description:

As a Real Estate Intern, your primary responsibility will be to assist clients in buying, selling, and renting properties. This included assessing client needs, keeping up-to-date records, managing website listings, and publishing ads on Bazaraki or similar to generate leads.

Responsibilities:

Listing Properties: Preparing, presenting, and managing real estate listings that effectively showcase properties for sale or rent. Conducting market research to ensure listings are competitive.

Selling Properties: Working closely with clients, lawyers and banks, offering the clients personalized guidance and showcasing properties that align with their requirements. Effectively negotiating contracts on behalf of clients.

Record Keeping: Maintaining comprehensive records on clients, landlords, and agents. Ensuring all data is kept accurate and up-to-date to facilitate seamless transactions and client service.

Website Management: Overseeing the upkeep and content of the company's website, ensuring all information is current and engaging to enhance our online presence and lead generation efforts.

Requirements:

Excellent command of the English language, both written and verbal.

Strong interpersonal skills, with the ability to build and maintain relationships with clients, landlords, and agents.

Proficient with computer technology and comfortable managing a website, using CRM systems, and other industry-specific software.

Capable of working independently as well as collaboratively within a team.

Excellent organizational and multitasking abilities.

What we offer:

Competitive compensation, opportunities for professional growth and development, and a dynamic and supportive work environment.

How to Apply:

If you meet these requirements and have a passion for real estate, we would love to hear from you. Please submit your resume and a cover letter detailing your education, experience and interest in this role to [**hr@bespokegroup.com.cy**](mailto:hr@bespokegroup.com.cy)