

Internship Position Available

Provides clerical support including writing, typing or word processing documents and letters, making and receiving phone calls, creating memos, maintaining records, faxing and mailing documents

- Assembles packages to various entities that request proposals including, government agencies, banks, equity partners, tenants, property sellers etc...
- Coordinates and documents escrow closings
- Works to obtain information on various acquisition projects
- Assists Project Managers in reviewing lender and investor checklists
- Files LP-1 agreements with the Secretary of State and assists with the preparation of partnership agreements
- Assists with loan draws and capital grants
- Assists project managers with special projects and assignments

QUALIFICATIONS:

No qualification other than a good work ethic, the willingness to learn and currently studying for or having a college degree.

Contact:
William Ryan

Senior Vice President
BARRY SWENSON BUILDER
777 N. 1st Street, 5th Floor
San Jose, CA 95112

Mobile: [408-656-2121](tel:408-656-2121)
bryan@barryswensonbuilder.com
www.BarrySwensonBuilder.com