HEALTHY REALTY
“Helping the community make healthy real estate decisions!”
843.478.1684 (o) 843.881.9662 (f)
www.healthy-realty.com

Healthy Realty Internship
Position Title: Real Estate Assistant (Prefer licensed but may be unlicensed)
The Healthy Realty team is made up four individuals and we work out of an office on Daniel Island. Mikki Ramey is the team lead and broker in charge. Abby Hartman and Stephanie Crowder are both realtors. Shannon Jones is our closing coordinator and realtor. As an intern, you will work closely with all team members.
The internship will include the following responsibilities:

- Working as a Member of our Current Real Estate Team.
  (We have a strong team concept. All jobs performed by team members are equally important.)
- Shadowing Current Realtors While Showing/Listing Properties
- Preparing Listing Presentations for Potential Sellers
- Preparing Community Tours/Real Estate Showings for Potential Buyers
- Updating the Company Website with Current Listings and Status Changes
- Lead Follow Up and Lead Generation Projects
- Photographing Listings/Photoshop and Add to MLS/Creating Virtual Tours
- Placing Lockboxes and Signs on Listings
- Responding to Team Emails When in Office
- Answering Office Phone When in Office
- Develop New Marketing Material (Facebook, Twitter, Instagram, Pinterest)
- Cold Calling Potential Clients
- Updating the Healthy Realty Website
- Working with software programs: Trulia, Zillow, Top Producer, Five Street, Reesio, etc.

Please contact me with questions. The intern will be considered for a full-time job opportunity. We look forward to making you part of the team!

Mikki Ramey
Broker in Charge
Healthy Realty

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