

Employment Opportunity: Marcus and Millichap
Type of Opportunity: (x) Internship () Full-time Job

Date Posted: October 10,2007
Application Deadline: October 31, 2007

Job Title: Database Support Intern
Runstad Code ID Number: I-252

Company Profile:

The National Tax Credit Property Advisors (NTCPA) of Marcus and Millichap focuses exclusively on valuing, marketing and selling affordable apartment communities throughout the United States. The majority of our business involves selling apartments developed with Section 42 Low Income Housing Tax Credits, the largest affordable housing program. NTCPA has pioneered, and is the recognized market leader, of the Section 42 Low Income Housing Tax Credit property brokerage industry

The NTCPA, and their work of behalf of tax credit clients, is supported by the National Multi Housing Group of Marcus & Millichap. The NMHG is comprised of more than 500 multi-family brokerage specialists located throughout the country. In 2006, the NMHG closed nearly \$10 Billion of market rate, affordable, and tax credit apartment properties in 38 states. During that same period, Marcus & Millichap closed over \$20 Billion of investment real estate across all product types.

Job Description:

The National Tax Credit Property Advisors (NTCPA) of Marcus & Millichap is seeking an enthusiastic individual to join our investment real estate brokerage group as a **Database Support Intern**.

The Database Support intern will work closely with our Market Analyst to help maintain the integrity of our internal database. A significant portion of the day will be devoted to data entry/updating our CRM (Customer Relationship Management) system. Gathering information in a complete and timely manner is important to succeed in the position. This involves conducting independent research to update information on our clients, accounts and properties. Client interaction (via phone calls and e-mails) will be required, so a professional demeanor is a must. This is a great opportunity to gain entry-level exposure to investment real estate. This position is located in our downtown Seattle office.

Time/Duration:

Seeking a minimum of 20 hours a week, with at least a 6-month commitment

Compensation:

\$10.00/hour

Educational Requirements:

Undergraduate student

Qualifications:

- Proficient with Microsoft Office Suite, other common software applications and office machines
- Ability to work well independently and with a team

Ideal Candidate:

Organized; attention to detail; good communication skills

Contact Information:

Please submit your cover letter and resume via e-mail to mseredynski@marcusmillichap.com. No phone calls please.

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