Internship Summary

Property Beyond is a successful property advisory business that advises commercial occupiers of real estate on the preparation and implementation of property strategies to allow clients to maximise the use of their property portfolio. We have an opportunity for a business administration intern to join the team in our Sydney CBD Office.

Position

Position: Business Administration Internship - Part time (2-3 days per week) - #AD1801
Commencement: Immediate start
Salary: Yes. (Depending on relevant experience)

Benefits

- Training and exposure in a well-established CBD property advisory business.
- Opportunity for permanent employment.

Qualification

- Desired Education: Diploma of Business Administration or equivalent
- Experience: Have a high level of proficiency with MS Office (Word, Excel, PowerPoint).
- Performance Traits: Be a resourceful and enthusiastic team player with aspiration to learn.
- Minimum typing speed of 50wpm.

Tasks

- Providing overall business admin support
- Maintaining template standards and assist in Quality Assurance control
- Arranging social events and catering
- Booking of domestic and international travel arrangements
- Maintaining office cleanliness and stationery stock levels
- Compiling and formatting of documents (reports and presentations) with a high attention to detail
- Preparation of marketing materials
- Co-ordinating marketing activities including website and social media
- Assistance in ad-hoc bookkeeping tasks such as client invoicing, expense claims and timesheet reporting
- Setting appointments and greeting visitors and clients

To Apply

Contact: Heidi Werk
Operations Manager
Heidi.werk@propertybeyond.com.au

Reference: #AD1801