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Port Of Portland Internship Properties Program 2025 In US

Description

The Port of Portland is offering an exciting internship opportunity for motivated students and recent graduates to participate in its Properties Program. This internship will provide hands-on experience in managing real estate assets, understanding property management, and contributing to the strategic growth of the Port's diverse commercial properties. The internship is designed to foster learning in the fields of real estate, property development, leasing, and infrastructure management, and offers exposure to a range of professionals within the Port.

Responsibilities

- Assist in managing and maintaining Port properties, including office buildings, industrial spaces, and waterfront facilities.
- Support property leasing and tenant management activities, including preparing lease agreements, renewals, and amendments.
- Assist with market research to evaluate potential property acquisitions, sales, and developments.
- Participate in property inspections and assess maintenance needs.
- Help with the preparation of financial reports related to property performance, including budgeting and rent collections.
- Collaborate with internal teams, including finance, legal, and operations, to support real estate transactions and initiatives.
- Assist in preparing and reviewing real estate documents, including contracts, leases, and proposals.
- Support the development and implementation of sustainability and facility management strategies for Port properties.
- Contribute to other projects as needed, providing support in day-to-day operations and strategic planning for the Port's property portfolio.

Qualifications

- Currently enrolled in a college or university program with a focus on Real Estate, Urban Planning, Business Administration, Finance, or a related field, or recent graduates (within the last year).
- Basic understanding of real estate principles, leasing, and property management.
- Strong academic background with relevant coursework in property development, management, or business.
- Legal or financial coursework is an advantage.

Experience

- Previous internships or part-time work experience in real estate, property management, urban planning, or business is desirable but not required.
- Experience in customer service, sales, or office administration is a plus.

Skills

Hiring organization

Port Of Portland Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Portland, Oregon, United States,,
97204,, Portland,, Oregon,, United States,

Working Hours

8

Base Salary

10

Date posted

December 22, 2024

Valid through

17.12.2026

- Excellent verbal and written communication skills.
- Strong analytical and problem-solving abilities.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
- Ability to work both independently and as part of a team.
- Detail-oriented with strong organizational and time management skills.
- A strong desire to learn and grow within the real estate or property management field.
- An understanding of basic financial concepts such as budgeting, rent structures, and financial reporting is a plus.

Job Benefits

- Paid internship.
- Valuable professional experience working with a leading port authority and real estate management team.
- Opportunity to network with industry professionals and expand career opportunities.
- Access to workshops, mentorship, and career development programs.
- Gain a comprehensive understanding of the port's diverse property portfolio and infrastructure.
- Flexible work environment (remote and in-office options may be available).
- Exposure to a variety of real estate projects and a chance to contribute to high-profile initiatives.

How To Apply

Interested candidates should submit the following application materials by the stated deadline:

1. A resume highlighting your qualifications, experience, and skills.
2. A cover letter explaining your interest in the internship, what you hope to learn, and why you are a good fit for the program.
3. An unofficial transcript (if applicable).

[Job Vacancies Portal Here:](#)