

We are looking for a dynamic and energetic intern eager to put their skills to work and build a resume. The intern must learn about our company and our processes to best assist our clients. You will be working closely with our team conducting research, capturing data and representing our work at various meetings.

The intern should be willing to help with any tasks assigned by a supervisor. You will be involved in real estate projects which will be in various development stages. This will involve negotiations with property owners and our clients and acquiring properties up to and including real property records research.

Intern Responsibilities:

- Fulfill tasks set out by supervisors from several departments.
- Attend called meetings
- Perform ownership and property records research
- Update social media platforms

Intern Requirements:

- Eager to learn
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office
- Ability to multitask
- Cope well under pressure

Please send resume and/or cover letter to molly@texascg.com or you may contact Molly Flores at 806-839-2724.