



# Communications Intern Job Description

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The Communications Intern will serve as a supportive role to the office manager and vary in scope and experience by being involved in multiple facets of the communication department. Denmark Properties believe that it is most effective when it is in communication and relationship with their clients at the highest level. At Denmark Properties our goal is to be a blessing to others and we desire for our staff to display a drive and hunger to assist all of our clients.

## **Description:**

- A commitment to work 15-20 hours per week
- Be point person on tasks related to DP Homebuying Program
- Answer and follow up with clients interested in utilizing Denmark Properties Services
- Assisting staff with tracking, formatting and following up with clients.
- Maintaining and updating CRM Database as well as sending out daily emails for tracking and follow up purposes.
- Create, manage and maintain relationships with clients to ensure they have the support they need from Denmark Properties
- Assist with updating information on company website
- Experience using databases, Microsoft Office and Google Drive
- Strong attention to detail
- Excellent verbal and written communication skills
- Dependability, flexibility, and ability to maintain confidentiality.
- The ability to work well under pressure and with deadlines.

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## **Apply Online-**

Visit [www.DenmarkPropertiesLLC.com](http://www.DenmarkPropertiesLLC.com) go to the Career Opportunities tab and apply online. All resumes can either be emailed to [info@dphomebuyers.com](mailto:info@dphomebuyers.com) or copy and paste into the online application.