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INTERNSHIP OPPORTUNITY

Job Title:	Intern - Real Estate	Job Term:	6 months
Department:	Real Estate	Ref. No:	FCL/ORC/020B/3
Required:	Immediately	Location:	Nairobi, Kenya

We are seeking to hire a detail-oriented and motivated **Real Estate intern** to join our team. The intern will gain hands-on experience in Real Estate, Project Management, Property Management while supporting the general real estate department's daily operations.

Roles and responsibilities of the successful Internship candidate:

1. Document and Information Management to ensure all data is well stored and arranged for ease of reference and security
2. General assistance to the designated Project Manager and Property Manager as part of the on-the-job training curriculum
3. Preparation of meetings and recording of key discussion points and eventual follow-up on the progress of the action points
4. Monitor assigned construction & repair works are executed as per specifications after undertaking regular site visits and inspections and reporting to the Real Estate Team
5. Assist the Real Estate Team on the general administration on the projects including preparation of reports and communication to the Project Teams
6. Assist in sourcing & procurement of contractors, suppliers, materials and equipment, and undertake analysis of ensuring timely delivery and cost-effectiveness
7. Any other duties as may be assigned from time to time.

The successful candidate should have the following qualities:

1. Diploma or higher in a Construction Management, Civil Engineering, Property/ real estate management or a related field.
2. Strong knowledge of construction processes, materials, and safety standards.
3. Excellent organizational and time-management skills.
4. Strong communication and interpersonal abilities.
5. Proficiency in construction management software and tools and technical knowledge of construction methods.
6. Computer proficiency (e.g., MS Office, project management software)

Internship Duration & Benefits:

- Duration: 6 months
- Opportunity to gain hands-on experience in a professional finance environment.
- Monthly stipend

How to Apply:

To apply, send your current Curriculum Vitae to careers@fusiongroupafrica.com with the reference number FCL/ORC/020B/3 clearly indicated on the subject line.

Only shortlisted candidates will be contacted.

Closing Date for Applications: 19th February, 2025.