



HR/ADMINISTRATION INTERN

Based out of Midtown Manhattan, Elegran Real Estate is a leading boutique brokerage specializing in the luxury residential real estate market. We pride ourselves on being a dynamic and rapidly growing tech driven firm that provides ongoing support to our agents, while developing proprietary real estate technology and software. Elegran has a large in-house services division well-versed in both traditional and innovative real estate marketing strategies.

We are seeking to hire a Human Resources/Administration Intern to strengthen our operations team.

The Human Resources Intern will be responsible for the oversight of various HR projects and will work closely with the HR manager to recruit new employees and interns. It is a perfect position to gain hands-on experience in a dynamic and fast growing real estate firm in the busy market of NYC.

Responsibilities

- Assist the HR Manager with managing the Elegran Internship Program and day-to-day HR duties
- Create and post job descriptions, review internship applications, coordinate and participate in interviews and assist in selecting qualified candidates
- Evaluate and refine recruitment and selection systems to attract talented and qualified applicants
- Support general HR administration, e.g. the onboarding of new hires
- Assist with creation and development of training tools and materials
- Create and upload content for the company wiki
- Assist the HR and business development department with special projects and assignments as requested

Requirements

- Undergraduate or recently graduated student pursuing a major in HR, Business Administration, Economics or Psychology
- Excellent organizational skills, including the ability to prioritize work effectively and handle multiple projects simultaneously
- Proactive, self-starter with strong problem solving and communication skills
- Strong computer skills and interest in technology
- Commitment to customer service
- Team-oriented work ethic
- Experience in Human Resource Management
- Interest in real estate is a plus

Benefits

- Competitive monthly stipend offered for this position.
- Learn about American HR activities and build a foundation for a successful career.
- Be part of a young, energetic, and professional team that promotes collaboration.
- Take part in social and team-building opportunities.
- Work in an office located in the center of NYC.

How to Apply

If you consider yourself an energetic, self-motivated and flexible team player who wants to work and learn, please send us your **cover letter** and **resume** to careers@elegran.com.