

Operations Intern Job Description

Company Information

Ark7 is a securitized real estate investment platform that empowers people to invest in fractional real estate ownership and trade freely like stocks, anytime, anywhere.

We provide end-to-end real estate investment solutions including property acquisition and management, securitization and accounting, so that people can enjoy their passive income at ease while building their real estate portfolio at their fingertips.

We are a passionate and entrepreneurial team that embraces authentic ideas to deliver impeccable consumer experiences.

Operations at Ark7

At Ark7, we are on a mission to provide our retail investors hassle-free and direct ownership of real property. The property operation plays a key role in our mission to democratize real estate investment for all.

More information available: www.ark7.com.

Position Title

Operations Intern

Job Type

Intern and can become a full-time position.

Responsibilities and Duties:

- Perform Operational Support including managing the assets of the Company;
- Ensure excellent services to our customers provided by vendors;
- Assist management and maintenance of Ark7 properties;
- Collaborate with third-party vendors or contractors for on-site projects;
- Perform timely and accurate documentation, record-keeping, or bookkeeping functions; and

- Engage and interact with colleagues to maximize work efficiency.

Location:

Remote

Ideal Qualifications:

- College Degree or Equivalent.
- 1-3 years of experience in management is preferred.
- Ability to work under pressure, multi-task, and meet deadlines.
- Excellent written, oral communication and presentations skills.
- Must be self-motivated and able to work independently with strong attention to details.

Beyond the skills:

We are looking for candidates who are passionate about innovation and technology that can bring a significant real-world impact. Ideal candidates encompass the core values of our company:

- Truth.
- Responsibility.
- Efficiency.

How to Apply

Please send your resume to hr@ark7.com.