



# INTERN RETAIL REAL ESTATE

LOCATION: HERZOGENAURACH

EMPLOYMENT TYPE: VOLLZEIT

ALL GENDERS ARE WELCOME TO APPLY

## YOUR MISSION

- Support on the lease agreements review for our stores portfolio and leasing documents
- Upload recent signed contracts in the store master database and create contract summary
- Provide regular updates and prepare status reports on leasing events
- Prepare documents and collect signatures
- Review and update leasing documents in store master database
- Align the communication between the Retail Europe, Treasury and Legal teams
- Collaboration with internal and external legal advisors
- Assists with office administrative support
- Perform specific market research upon request

## YOUR TALENT

- Enrolled student in relevant studies – Business Law; Real Estate Law, Business Administration or Economics (preferably with Legal emphasis).
- Previous work experience from internships etc. advantageous – real estate, contract law, lease review, data analysis, databases, reports and excel
- Excellent verbal and written English skills - any other European language would be a plus (German is of advantage)
- Exceptional attention to detail and strong organizational skills
- Ability to work with data management and contract review for continuous hours
- Willingness to take responsibility and quick learner
- Flexible and able to deal with changes on a fast-paced environment
- High level of MS Office knowledge
- Starting date: ASAP; duration: 6 months

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