

Position Title: Marketing Specialist
Department: Brokerage
Reports to: Senior Marketing Specialist

This position works Monday through Friday, 8:00 a.m. to 5:00 p.m. with one hour, unpaid lunch break.

Duties and Responsibilities

Performs a variety of specialized tasks related to the marketing requirements and administrative needs of sales professionals.

1. Interfaces with sales professionals regarding marketing requirements. Gathers the necessary information to complete marketing tasks.
2. Determines the appropriate methodology in creating marketing and presentation materials.
3. Designs, produces, and distributes offering memorandums, electronic e-teasers and executive summary flyers.
4. Prepares collateral materials for mass mailing distribution.
5. Produces customized property information packages for clients that contain material specifically tailored to each client.
6. Designs and creates a wide variety of customized, professional, quality marketing materials that may include maps, advertisements, illustrations, demographic reports, presentation binders, brochures or newsletters for in-house and client presentations using advanced desktop, graphic and mapping software.
7. Enters, updates and maintains all property listing information (including signage installation and removal) in three databases (CBRE/HC, Xceligent and LoopNet).
8. Types, formats and produces such documents as listing agreements, offer to lease/sell, proposals, presentations, correspondence and standard reports. Edits and proofreads all correspondence. Copies and files all documents.
9. Other duties as assigned.

Special Requirements

- Associates degree in business or related field desired
- Minimum three years' experience in an administrative capacity
- Proficient in Microsoft Office including Word, Excel, Access and PowerPoint
- Experienced in Photoshop and InDesign software
- Excellent verbal and written communication skills
- Excellent proofreading skills with strong attention to detail
- Ability to handle multiple tasks, prioritize, meet deadlines and work under pressure
- Ability to deal with different types of personalities and levels of management