

## Summary

The Administrative Specialist supports team members in achieving their goals by providing a wide variety of both administrative and marketing services. The tasks required of this position will require flexibility, excellent organization and attention to detail.

## Essential duties and responsibilities

### Administrative Duties

- Format letters, spreadsheets and/or proposals as requested
- Process documentation for transactions, prepare invoices and track accounts receivable
- Assist in preparation of annual departmental revenue budget, monthly reconciliation, and reforecasting based on input from producers
- General administrative support for business leaders and producers including formatting letters, coordinating proposal preparation, travel and audio/visual equipment
- Organize traditional and electronic files including coordinating Lease Administration for portfolio clients.

### Marketing Duties

- Prepare client presentation packages and tour books
- Assist with market surveys and quarterly market report
- Interface with outside brokers on listing information requests
- Coordinate and organize marketing events (i.e. roundtables, broker lunches, etc.)
- Compile marketing materials such as presentations, response to RFPs, direct and electronic mailings
- Performs project/firm internet research on an as requested basis
- Research area market information for use in company marketing collateral
- Assist with Company event planning including corporate meetings and social events
- Interface with Cresa marketing team to understand the national marketing plan and initiatives implemented by other offices

### Other

- Maintains open communication with business unit leaders and producers
- Has a “can do” productive self-motivated attitude, demonstrates initiative and suggests improved processes
- Master and manage internal databases and various software platforms (i.e. Salesforce, Apto and CoStar)

## Qualifications/Experience

To perform this job successfully, an individual must be willing to obtain a Missouri Real Estate Salesperson License and be able to perform each essential duty. Candidates must possess a minimum of 3 years of experience in a marketing support or administrative role, preferably in commercial real estate or a related professional services industry. Must possess advanced skills in Microsoft Office, Adobe InDesign and Acrobat Pro. Must be self-motivated, extremely organized, independent thinker and possess the ability to efficiently manage time, multiple tasks and priorities effectively. Excellent communication skills both written and verbal are required.