

Summary

The Administrative and Marketing Assistant 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. This position will report to the Marketing Director.

Essential duties and responsibilities

Brokerage Administrative Duties (50%):

- Prepare listing and commission agreements
- Track listing agreements
- Process paperwork for each transaction, prepare invoices and track accounts receivable
- Maintain department transaction database and call database in Microsoft Access
- Assist in preparation of annual departmental revenue budget, monthly reconciliation, and reforecasting based on broker's input
- Assist leasing staff in compiling items and performing research required to create comprehensive marketing packages and market reports
- Maintain databases of market information including, but not limited to, retail sales, property comps information, retailer locations, and demographic information

Marketing Assistant Duties (50%):

- Prepare client presentation packages
- Prepare market demographic reports
- Update and maintain information on company website
- Edit existing marketing templates and materials to comply with company brand strategy
- Property marketing
 - Create and update property listing brochures
 - Create and send property email blasts
 - Online marketing for properties (CoStar, CREXi, company website)
 - Prepare and send monthly deal summary press release to media
 - Maintain and update property reference manual
 - Coordinate listing signage and approve vendor invoices

Qualifications/Experience

To perform this job successfully, an individual must be able to perform each essential duty. Candidates must possess a minimum of 3 years of experience in an administrative role, preferably in commercial real estate or a related professional services industry. Must be proficient in Microsoft Office and be knowledgeable in Adobe Photoshop, InDesign, and Acrobat Pro. Must be self-motivated, extremely organized and possess the ability to efficiently manage time and priorities effectively. Must be an independent thinker with ability to multi-task. Excellent communication skills both written and verbal are required.