

**Title:** Marketing & Administrative Assistant  
**Classification:** Full Time Exempt  
**Department:** Leasing / Marketing  
**Reports to:** Vice President

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### **Summary of Responsibilities:**

Batavia based commercial real estate firm seeks marketing coordinator/administrative assistant. The function of this position is to professionally market all assets of the company as well as offer an administrative support role. This position carries a high degree of self-direction, requires a candidate with a proactive work ethic that can exercise significant amounts of latitude in judgment and prioritize while managing multiple projects. \*\*Please note that this position has a balance of about 50% administrative duties and about 50% marketing duties.

### **JOB RESPONSIBILITIES**

- Assist in administrative duties such as preparing listing presentation packages, investment analysis/sales packages, purchase and sale agreements and other documents as required. Preparing / proofing letters & other types of correspondence.
- Any other administrative/office duties as required
- Design and format marketing materials including property brochures, proposals, presentation boards, flyers, postcards, newsletters, and event invitations
- Coordinate production of materials including gathering printing bids, packaging artwork and assembling final layouts for printers, preparing notes and instructions for printers and other vendors
- Create designs, concepts, and sample layouts based on knowledge of layout principles and aesthetic design concepts
- Draw and print charts, graphs, illustrations, and other artwork, using computer programs
- Manage all social media marketing
- Identify new effective marketing strategies
- Prepare marketing packages for appointments
- Develop and market sales agents brand to increase profile within the market
- Develop consistent press release campaign

### **Skills Needed:**

- Ability to multi-task multiple levels of projects and deadlines required.
- Microsoft Office
- Bachelor Degree in Graphic Design/Communications or related discipline
- 1+ years of marketing experience

- Advanced proficiency with Adobe Creative Suite, specifically Photoshop, InDesign, Illustrator, and Dreamweaver; advanced proficiency with Microsoft Office Suite, specifically Word and PowerPoint
- Detail oriented, well organized, able to handle multiple projects at any given time and comfortable working in a fast-paced environment
- Experience with high-end graphics, marketing, or production environment and/or real estate background a plus
- Proven record of providing outstanding internal and external customer service
- Excellent oral and written communication skills
- Ability to keep information confidential

### **Other Functions:**

1. Special projects or other duties as may be assigned
2. Create/organize land sale marketing files and communications
3. Attend weekly team meetings and assist with the Company's leasing and sales pipeline report

### **Working Conditions:**

1. Occasional same day travel for meetings, or to attend seminars using personal vehicle.
2. Frequent overtime required throughout the year.

### **Safety Hazards of the Job:**

1. Minimal hazards. General office working conditions

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Author of Job Description:

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