



MARKETING COORDINATOR

General Job Description

Provide support to marketing/leasing department; aid in various marketing tasks; assist in general office management duties including answering Houston main office phone line/directing calls, greeting visitors, and performing other miscellaneous administrative duties as needed.

Supervision

Reports to head of marketing department in Houston

General Qualifications

- High school diploma or greater
- Two (2) years of administrative experience preferred
- Must have working knowledge of Microsoft Office products
- Experience using CoStar/LoopNet, Salesforce, VTS, or Apto a plus
- Strong oral and written communication skills a must
- Strong organization and time management skills are a must
- Ability to multi-task while meeting deadlines is a must
- Customer service mentality is a must
- General accounting skills a plus
- Ability to read and interpret leases and other legal documents a plus.

Primary Areas of Responsibility

- Work with marketing/leasing team to oversee and manage marketing strategy for listings
 - ✓ Complete New Lease Space Checklist, which includes: order floorplan if needed, coordinate creation of new brochure, assist with on-site signage, create brochure/e-blast, update CoStar, update available inventory, etc.
 - ✓ Update and maintain property listings (CoStar/Loopnet) on an ongoing basis
 - ✓ Update and maintain monthly inventory/availabilities
 - ✓ Coordinate and manage email blasts (e-blasts) on an ongoing basis
- Process signed lease documents
 - ✓ Enter appropriate information in the Leasing Management System (LMS)
 - ✓ Process commission invoice(s) and commission agreements, as needed
 - ✓ Complete Lease Signed/Sale Closed Checklist, which includes: update Costar/Loopnet, update available inventory, verify on-site signage modifications, remove space from e-blast schedule, etc.
- Update internal Leasing Management System (LMS) as needed
- Assist and coordinate the creation of monthly and quarterly marketing reports, tour books, graphics, etc.
- Coordinate various broker events, meetings
- Monitor and order supplies for the Houston office, as needed
- Manage common equipment (printers, postage meter, etc.) throughout the office, as needed
- Process various invoices, as needed
- Answer main phone line and appropriately route calls
- Act as front-door gatekeeper for visitors, deliveries, etc.