

## **Marketing Coordinator (Exempt)**

This position provides support to marketing department and performs all aspects of lease administration including, but not limited to preparation of proposals, lease documents, monthly reports and other marketing efforts for commercial real estate.

### **Skills/Behaviors:**

Strong working knowledge of MS Word, Excel, PowerPoint and Outlook  
Ability to interpret lease language  
Strong oral and written communication skills a must  
Strong organizational skills with ability to prioritize  
Ability to handle multiple tasks while meeting strict deadlines  
Self-starter and ability to work independently  
Strong customer service skills  
General accounting skills  
Able to follow policies and procedures  
Support organization's goals and values

### **Major Areas of Responsibility:**

Prepare proposals, lease documents, monthly marketing reports and routine correspondence  
Process lease packages/commission agreements  
Streamline communication with accounting and property management on new leases  
Prepare commission invoices  
Maintain lease information including calculation of rents, expenses and commissions  
Maintain and update tenant information including internal reports  
Maintain and keep Lease Management System up to date and current  
Maintain all property inventories  
Maintain and update property listings  
Organize and maintain floor plans for all properties  
Send out building floor plans and track inquiries  
Assist in preparation of new business proposals  
Assist in preparation of monthly and quarterly marketing reports  
Maintain and update lease expiration reports in HLC's proprietary database  
Coordinate signage for listings  
Assist in preparation of marketing brochures  
Coordinate broker events  
Maintain marketing database including CoStar, Xceligent and Loopnet  
Provide phone coverage as needed for front desk  
Other duties as assigned