

## Marketing Analyst (Exempt)

### Job Description

Provide support to leasing/marketing department and perform all aspects of market research including, but not limited to maintaining submarket databases, preparing monthly and quarterly marketing reports, and maintaining lease comparable database. Additionally, the analyst will perform cold-calling activities and assist marketing associates with various marketing tasks.

### Supervision

**Reports to:** Partner, Managing Principal, Senior Vice Presidents, Marketing Directors, Associates

**Responsible for:** N/A

### General Qualifications Required

**Education:** Bachelor's Degree

**Training Requirements:** N/A

**Licensing:** Obtain Texas real estate license within six (6) months after date of hire

**Experience:** Real estate or financial experience preferred

**Skills/Behaviors:** Strong working knowledge of MS Word, Excel, Argus, PowerPoint and Outlook  
Strong oral and written communication skills a must  
Strong organizational skills with ability to prioritize  
Ability to handle multiple tasks while meeting strict deadlines  
Strong customer service skills  
Able to follow policies and procedures  
Supports organization's goals and values

### Major Areas of Responsibility

- Maintain all property inventories
- Assist in market research and analyze trends in market
- Prepare internal and external monthly and quarterly marketing reports
- Send marketing information to prospective tenants
- Assist Marketing Associates in cold-calling efforts to create activity
- Maintain lease comparable database and run reports as needed
- Financial analysis - proformas
- Assist in preparation of new business proposals
- Become knowledgeable about each section in a lease
- Create and track competitive analysis
- Participate in professional real estate organizations – NAIOP, etc.
- Help coordinate broker events
- Attend property showings
- Assist with preparation of tenant representation pitches
- Unlock and lock buildings for contractors, prospects and showings
- Created booklets for owners in town or tenant rep tours

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- Created pitches and presentations for new business and business development prospects
- Maintain tracking log of information sent out to prospects
- Update business development log as needed
- Update stacking plans and owner's rent rolls as needed
- Run multiple vacancy reports, tenant searches and expiration reports using CoStar, LMS or HLC's comp database
- Prepare "In the Know" information including articles relating to the Houston market, lease comps, and sales comps
- Gather building information (i.e. count parking spaces, take photos, etc.)
- Update marketing when a new vacancy becomes available (i.e. CoStar, Loopnet, etc.)
- Other duties as assigned