

## **MARKETING COORDINATOR (Exempt)**

### **General Job Description**

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

### **Supervision**

**Reports to:** Partner, Managing Principal, Marketing Associate

### **General Qualifications**

**Education:** High school diploma or greater

**Experience:** Five (5) years of administrative experience preferred

### **Skills/Behaviors:**

- 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.

### **Major 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
- Process signed lease documents
- Enter appropriate information in the Leasing Management System (LMS)
- Process commission invoice(s) and commission agreements
- 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.
- Assist and coordinate the creation of monthly and quarterly marketing reports, tour books, graphics, etc.
- Coordinate various broker events and meetings
- Monitor and order office and breakroom supplies
- Manage and maintain office equipment including, but not limited to printers, postage meter, etc.
- Process invoices
- Answer main phone line and appropriately route calls
- Act as front-door gatekeeper for visitors, deliveries, etc.
- Other duties as assigned