



Marketing Coordinator (Exempt)

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: Managing Principal, Marketing Associate

Responsible for: N/A

General Qualifications Required

Education: High school diploma or higher

Training Requirements: N/A

Licensing: N/A

Experience: Minimum two (2) years administrative experience preferred

Skills/Behaviors: Strong working knowledge of MS Word, Excel and Outlook
Proficiency in MS Publisher, PowerPoint and Adobe Illustrator a plus
Experience using CoStar/LoopNet, Salesforce, VTS, or Apto a plus
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
General accounting skills
Ability to interpret lease language
Able to follow policies and procedures
Supports organization's goals and values

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
 - ✓ 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.



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- 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
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- 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.
- Other duties as assigned