



Marketing Administrative Assistant
NEWMARK

Job Category: Sales/Marketing/Business
Development

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Salary: Negotiable

Experience: Minimum 2 years

Posted On: 14 Oct 2024

Application Deadline: 12 Nov 2024

Job Context

- Under general supervision, is responsible for assisting with the implementation and administration of various marketing programs for an assigned business unit.

Job Description/Responsibility

- Designs and produces marketing materials including flyers, offering memoranda, e-mail blasts, invitations, announcements, mass marketing mailings, presentation boards, maps, stacking plans, aerials, etc. (using corporate branding standards templates)
 - Responsible for layout, design and production activities to produce quality graphic-design artwork
 - Develops familiarity with clients and programs
 - Participates in team meetings, understands team's objectives and anticipates needs. Works with the team to create marketing solutions
 - Assist with developing marketing collateral (presentations, brochures, direct mail and email releases, newsletters, etc). Coordinates the execution of proposal materials, including but not limited to organizing, collating, binding, etc.
 - Works with marketing team to develop new ideas for presenting market research data to clients
 - Works with brokers to develop client-oriented interpretations and graphics of market trends and other sales aids as needed
 - Produces informational fact sheets, marketing packages, etc. Coordinates mail-outs of information
 - Prepare owner reports
 - Coordinate marketing team's calendars and meetings
 - Create marketing files and compliance documentation
 - Maintain informational marketing databases
 - Keeps research art and collateral supplies current and stocked
 - Provide company information and resources upon request
- May perform other duties as assigned

Education Requirements

- Higher Secondary Certificate (HSC) completed.

Additional Academic Requirements

- High School diploma or General Education Degree (GED) required

Experience Requirements

- Minimum 2 years of experience is required.

Additional Experience Requirements

- Minimum 2 years related work experience to include marketing

Skills Requirements

- Previous real estate experience preferred
- Ability to work in a team environment
- Strong graphic, writing and oral communication skills
- Computer literacy in Microsoft (Word, Excel, PowerPoint) and Adobe (InDesign, Photoshop and Acrobat). CAD experience welcomed
- Ability to work under pressure with multiple tasks and deadlines
- Ability to work independently as well as with key internal and external constituents
- Strong organizational skills. Ability to multi-task
- Motivated self-starter with ability to problem solve

Work Area

- Applicant should have experience of working in the following category(ies):
Sales/Marketing/Business Development

Industry Type

- Experience should include the following skills: Real Estate/Developers

Address: New York, NY, New York, NY, United States

Company Profile: Real Estate

Company Website: <http://www.nmrk.com/>