

**Position:** Marketing Coordinator

**Objective:** Responsible for all marketing efforts for all divisions of Cambridge

**Job Duties:** Duties include, but are not limited to:

- Provide marketing support and assistance in coordination of all aspects of the internal and external corporate marketing/branding of Cambridge
- Assist in developing annual media, marketing and communications strategy.
- Develop and draft press releases regarding regional announcements, such as major accomplishments and achievements, major deals and/or assignments.
- Monitor competitors' marketing materials, incorporate changes when appropriate and maintain a library of best practices.
- Maintain and update a library of biographies, case studies and relevant materials for use in proposals and presentation.
- Assist in design and development of brochures, presentations, proposal templates, etc.
- Proof all copy for spelling, grammar and layout, making appropriate changes; responsible for accuracy and clarity of final copy
- Assist with creating/editing the content of marketing materials, flyers, corporate leasing proposals, case studies, qualifications booklets, email blasts, presentation boards, aerials, etc.
- Apply corporate image to all material and maintain consistency in appearance
- Create and execute ideas for brokers and client promotional items
- Assist with the design and production of client presentations by utilizing multiple forms of graphics
- Assist with proposal responses and pitches to include extensive writing and editing of company information, proposal text, and graphics
- Tracks, collates and maintains inventory of marketing materials.
- Create/update marketing flyers for all property listings
- Coordinate event and project planning; may specialize in events, PR, etc.
- May be asked to provide marketing portfolio

**Education:**

- Bachelor Degree
- 1+ years of experience in marketing or related field
- 1+ years of experience in commercial real estate preferred, but not required
- Or any similar combination of education and experience

**Additional Requirements/Experience:**

- Experience creating and editing marketing materials
- Working knowledge of Adobe Creative Suite
- Advanced knowledge of Adobe InDesign
- Proficiency with Microsoft Office Suite
- Superior organizational skills; sets priorities; meets deadlines; and carefully proofs own work
- Ability to work in a stressful, deadline oriented environment
- The qualified candidate will be detail oriented, able to handle multiple projects simultaneously, extremely professional, and customer service oriented
- Upbeat, energetic, takes initiative, dependable, takes pride in work, and works well within a team

**Compensation/Benefits:**

We reward hard work and dedication by offering a competitive salary, performance bonuses and opportunities for growth. In addition, employees enjoy a comprehensive benefits package including health, dental, vision, long term disability and 401(k) w/ match. We are an equal opportunity employer and offer a drug free work environment. Please respond in writing with your resume and salary/history requirements. EOE