



JOB DESCRIPTION

Position Title: Brokerage Marketing Assistant

Department: Leasing & Brokerage

Reports To: Director of Leasing & Brokerage

FLSA Status: Exempt

Date: August 27, 2018

Flagship Healthcare Properties is a rapidly growing commercial real estate investment firm based in Charlotte, NC that specializes in the development, acquisition, management and leasing of medical and professional office properties, primarily in the Southeast. The **Brokerage Marketing Assistant** will provide administrative and graphic design support to the firm's Leasing & Brokerage team. This is an administrative and creative role requiring excellent customer service skills, advanced computer aptitude, strong communication skills, an eye for detail, and a keen sense of urgency.

Our ideal candidate has a professional demeanor and is adaptable, a team player with a positive attitude, a good sense of humor, and a personable approach. As a boutique firm, we hire professionals with the highest ethical standards and work ethic given our team members have a direct impact on our firm's reputation and performance.

Key Responsibilities Will Include:

- Assist Leasing & Brokerage team in their day-to-day activities, ensuring deadlines are met and high quality, Flagship-branded materials are created
- Lead the creation and production of property marketing materials, using Adobe InDesign Creative Cloud, including but not limited to: brochures, email blasts, invitations, announcements, and other materials while ensuring adherence to brand standards
- Manage property listings in a variety of on-line databases
- Produce timely and accurate word-processed documents (reports, memos, charts, agreements, PowerPoint presentations, etc.)
- Proofread all materials for spelling, grammar, and layout; responsible for accuracy and clarity of final copy
- Create/edit maps and aerial photographs in Google Earth Pro, editing with Adobe Illustrator/InDesign
- Manage client information requests, including preparation and delivery of information
- Maintain information in the company CRM database, including but not limited to: entering new contacts and/or companies, creating groups and/or running reports
- Prepare and maintain leasing reports for listing assignments
- Assist brokers in scheduling meetings and property tours
- Create and maintain transaction files to track all transaction-related documentation, including listing agreements, tenant representation agreements, commission agreements, etc.
- Regularly prepare expense reports through web based reporting system
- Submit check requests to Corporate Accounts Payable Department
- Maintain filing system and efficient information retrieval system
- Conduct database research and management
- Assist with other administrative tasks and special projects as needed
- Collaborate with Marketing and Research departments to prepare customized marketing campaigns and events, prepare and execute marketing plans, and provide routine market data and analysis
- Serve as an active liaison with Marketing Department to assist in the creation and delivery of time-sensitive deliverables (Requests for Proposals, Investor Presentations, etc.)

Desired Skills and Experience:

- Bachelor's Degree or Commensurate Experience
- 2+ years in administrative support role
- Real Estate experience a plus
- Microsoft office (Word, Excel, PowerPoint, and Outlook)
- Adobe Creative Cloud (InDesign, Photoshop, Acrobat)
- Strong Communication Skills
- Attention to Detail
- Customer Service
- Planning and Organizing
- Adaptability
- Deadline oriented

Full time position with full benefits package.

Qualified and interested candidates, please email resume to: employment@flagshiphp.com.

No calls or other correspondence, please.

Flagship Healthcare Properties is an Equal Opportunity Employer.