

Job Title:	Sales & Marketing Coordinator	Location:	2085 Maitland Street, Suite 300, Halifax, Nova Scotia
Job Type:	Full Time, Monday - Friday, 9:00am - 5:00pm	Position Type:	Maternity Leave Coverage, 12 - 18 Month Position
Team:	Atlantic Team	Effective Relationships:	Principals, Broker, Advisors, Associates, and Suppliers/Vendors
Application Deadline:	Friday, February 21, 2025	Start Date:	March 10, 2025 - March 17, 2025

Job Description:

Job Purpose:	To support all advisors with efficient listing administration and marketing activities
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Duties:

- Create Property Information Memorandums (PIMs), Confidential Information Memorandums (CIMs) and monthly Listing Reports for distribution
- Manage day-to-day website content, including inputting new listings, making edits, etc.
- Manage MLS listings, including inputting new listings, making edits, etc.
- Manage free online listings services (ex. Spacelist), including inputting new listings, making edits, etc.
- Manage social media platforms (ex. LinkedIn posts and Mailchimp email campaigns), and communicate best practices and social guidelines to advisors
- Analyze research reports and figures to assist our strategic partners, in preparing quarterly market reports
- Assist in the preparation of various reports, including Listing and Tenant Advisory Proposals, and client updates
- Research and prepare Building Alternatives and Space Option Summaries
- Organize tour packages and client tours
- Maintain a master database of active, expired, and sold/leased listings (Excel)
- Monitor multiple sources for tenders, distribute to advisors, and respond appropriately
- Manage signage orders / graphics and installations

- Manage professional photography and any other third-party marketing services required
- Update property files and collect missing information for advisors as required
- Assist in Partners Global marketing and business development initiatives (ex. website SEO)
- Perform various administrative duties including writing letters and preparing Confidentiality Agreements (CA's)
- Perform miscellaneous reception duties, answering phones, greeting guests
- Coordinate the planning of client-appreciation / brokerage events, and oversee sponsorship requests and packages

Skills / Qualifications:

- Post-secondary education in Business Administration or Marketing and/or an equivalent combination of education and related experience.
- Strong writing, proofing and formatting skills.
- Goal-oriented, plus the ability to multi-task and prioritize workload.
- Good working knowledge of Microsoft Office Suite (Word, Excel, Powerpoint), plus Adobe Creative Suite (InDesign, Photoshop), and HTML experience would be considered an asset.
- Very adaptable and willing to learn the many steps to the real estate sales funnel.
- Ability to problem solve, think outside the box and have the confidence to do things differently in the effort to improve.
- Attention to detail (with brochures, reports, signage, etc.) (someone who "cares" that all material that is viewed by the public looks the very best when it goes out to the public).
- Someone who can have a laugh and can handle the demands of a real estate office with a smile on their face.
- Maintains customer confidence and protects operations by keeping information confidential.