

Marketing Coordinator

We are looking for an experienced and creative individual to join our team as a Marketing Coordinator. In this position, you will be responsible to provide administrative support to our brokerage professionals and design, produce and deliver creative and aesthetic marketing materials and campaigns.

Job Description:

- You bring experience in creating/formatting marketing solutions including but not limited to; proposals, presentations, correspondences, request for proposals, marketing flyers, brochures and offering memorandums
- You are responsible for assisting with the contact database management system, including updating internal and external information
- You will be responsible for providing administrative tasks for the brokerage team
- You will work on new business presentations, proposal graphics, infographics, invitations, post cards, etc.
- You will assist with social media channels for the company including Twitter, Instagram, Facebook, LinkedIn, along with our company website.
- You need to have experience in print and digital design and the ability to successfully guide projects from concept to execution in a timely and deadline-driven environment
- You will need to be someone who can communicate and collaborate well with other professionals
- You will be trained to use CoStar to complete presentations, tour books, etc.

Experience:

- Bachelor's degree in marketing, design, visual communications or related
- One (1) or more years of marketing and administrative support experience in a professional services environment. Prior experience working within the commercial real estate industry is a plus.
- Minimum of two (2) years of graphic design experience with experience in online design, advertising and email marketing
- Advanced proficiency with Adobe Creative Suite (InDesign, Photoshop, Illustrator)
- Advanced knowledge with MS Office Suite (Word, PowerPoint, Publisher, Excel)
- Video editing competency
- Experience with Constant Contact and Mailchimp
- Experience with B2B marketing via social media
- Experience creating web-based marketing tools and communications, including email newsletters and websites

Direct applicants only please. no agencies. Equal opportunity Employer. Compensation to be determined based on the candidate's experience level.

About NAI DiLeo-Bram & Co.

NAI DiLeo-Bram & Co. offers a full suite of commercial real estate services backed by over 80 years of commercial real estate experience. Our professional team offers the personalized service and knowledge of a local firm with the resources of a global company. NAI DiLeo-Bram & Co. is a member of NAI Global, a leading global commercial real estate firm with over 375 global offices and over 6,000 professionals. For more information about NAI DiLeo-Bram & Co., contact the company's Piscataway office at (732) 985-3000 or visit www.NAIDB.com.

