

## Marketing & Administrative Assistant, Real Estate

**Location:** Vancouver, BC

**Industry:** Commercial Real Estate

### Job Description:

We are currently working on behalf of our client, a highly respected real estate development firm, in order to find a diligent and professional **Marketing & Administrative Assistant, Real Estate** to assist with the organization of all tenancy affairs, including leasing, relationships management, standards compliance, and records control.

As a detail-oriented professional with strong business acumen, you will be set to uphold a high standard of industry practices and procedures within a client and customer-service oriented environment. If you are an organized and dedicated individual, with top-tier customer service skills and the desire to engage in the real estate industry, then we encourage you to apply!

### Responsibilities:

- Prepare various documentation for brokers; this includes proposals, agreements, and presentation packages
- Administer surveys to the office while collecting and storing relevant data
- Facilitate contract renewals and gain strong understanding of all tenant requirements
- Ensure databases are complete and accurate, while following up with appropriate parties on missing information
- Assist with marketing tasks including conducting email campaigns and preparing company brochures
- Provide support to the sales team
- Attend to administrative tasks and ad-hoc assignments as needed

### Requirements:

- 2+ years of experience in an administrative position
- Previous experience in property management
- Marketing experience is considered a strong asset
- Exceptional customer service skills and the ability to deal with various clients
- An ability to exercise strong discretion when dealing with confidential matters
- Strong time management and planning abilities
- Experience with Adobe Creative Suite (InDesign or Illustrator) is an asset
- A strong ability to deliver results and manage multiple priorities in a fast-paced, deadline-driven environment
- Excellent verbal and written communication skills
- Flexibility in your work and the ability to take on last-minute tasks as needed
- Advanced proficiency in MS Office Suite

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### **How to Apply:**

Individuals meeting the criteria above are encouraged to submit their resume to **Saxon Black** by visiting <http://mcnak.com/jobs/#/jobs/14970> and clicking on the “**APPLY**” button. While we thank all candidates for their interest, only select individuals will be contacted for follow-up.

If you have any specific questions, you can also contact Saxon at [saxon@mcnak.com](mailto:saxon@mcnak.com) or **604.662.8967 ext. 105**.

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***Learn more at [www.mcnak.com](http://www.mcnak.com)***