



Job Title: Client Services Assistant

Location: Vancouver, BC

Essential Duties and Responsibilities:

- Provides general administrative support to a team of sales professionals. Collects, compiles and analyzes moderately complex data and information. Composes straightforward written descriptions of results.
- Gathers supporting documentation to complete voucher forms and process Brokers' commission payments while abiding by company accounting policies as well as local and national laws.
- Transaction management, lease audits and post deal documentation.
- Team calendar management, critical dates, meeting prep.
- Daily task reporting to the team.
- Revise and format surveys so they are client ready.
- Campaign logic tasks, deal announcements, listings and reports.
- Answers, screens and directs incoming telephone calls.
- Composes and prepares routine correspondence, faxes and emails for sales professionals.
- Maintains and updates relevant databases and assists with Salesforce and website updates.
- Organizes and maintains digital filing system, file correspondence and other records.
- Coordinates schedules and appointments for sales team members.
- Attends sales team meetings for the purpose of recording meeting minutes and action items.
- Implements marketing plans and client updates. Responsible for servicing new business development and property marketing.
- Researches data from a variety of sources for inclusion in technical reports and presentations; performs independent research and prepares information for special projects as assigned.
- Applies CBRE templates to produce marketing materials including flyers, proposals, tour books, maps, floor plans and qualification packages while maintaining the CBRE brand.
- Orders and maintains an up to date record of all sign inventory.
- Provides responses to RFP and RFI questions by working closely with subject matter experts while keeping within tight timelines. Develop understanding of company and process in order to create responses that accurately represent capabilities.
- Gathers data on newly available properties, transactions, tenants, tenants in the market, and new developments to be inputted into databases as appropriate.
- Other duties may be assigned.

Qualifications:

- 2 years' experience providing administrative support to multiple or team of professionals preferred.
- Ability to determine and respond to conflicting priorities.
- Work experience in Sales or Marketing environment preferred.
- Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding.
- Ability to write routine reports and correspondence.
- Ability to calculate intermediate figures such as percentages, discounts and/or commissions.
- Ability to understand and carry out general instructions in standard situations.
- Ability to solve problems in standard situations.
- Basic analytical skills required.



- Basic project management, editing and writing skills required.
- Excellent written and verbal communication skills. Strong organizational, time management and analytical skills.
- Advanced skills with Microsoft Office Suite and internet research.
- Ability to manipulate basic templates in Power Point and/or InDesign preferred.
- Basic knowledge of marketing.
- Decisions made with general understanding of procedures and company policies to achieve set results and deadlines.

About CBRE Limited

Local real estate. Worldwide.

Our Canadian Company

In 1983, CBRE began operations in Canada, under the name Coldwell Banker Canada Inc. The first office was established in downtown Toronto, followed shortly by the launch of offices in North Toronto and Vancouver. By 1994, the company had become a national corporation with offices in major cities across the country.

Since then, the company has opened additional offices and expanded the scope of its operations to include Asset Services, Brokerage Services, Corporate Services, Valuation & Appraisal, Mortgage & Financial Services, Research and Consulting Services.

In 2001, the company turned its attention to facilities management and corporate real estate opportunities in Canada, by forming a joint venture with O & Y Enterprises. In 2004, a 100% interest was acquired and CB Richard Ellis Management Services was established with the mandate to provide comprehensive real estate services for some of Canada's best known corporations and most prestigious addresses.

In 2005, CBRE was identified as one of the top corporate cultures in Canada by corporate recruiting firm Waterstone Human Capital and continues to hire the best young talent.

In 2007, CBRE became the first real estate services firm to announce plans to be carbon-neutral by 2010, including CBRE's major initiative to assist clients with energy efficiency programs at the 1.7 billion square feet of building space that the company manages around the world. 2007 also saw CBRE named one of the 50 "best in class" companies and among the top 40 "most generous" companies by BusinessWeek, as well as ranked 33rd in Fortune's List of 100 Fastest Growing Companies

Today, CBRE Limited employs over 1,800 people in 24 offices from coast to coast.

Our Global Company

CBRE Group, Inc. (NYSE:CBG), a Fortune 500 and S&P 500 company headquartered in Los Angeles, is the world's largest commercial real estate services firm (in terms of 2012 revenue). The Company has approximately 31,000 employees (excluding affiliates), and serves real estate owners, investors and occupiers through more than 300 offices (excluding affiliates) worldwide. CBRE offers strategic advice and execution for property sales and leasing; corporate services; property, facilities and project management; mortgage banking; appraisal and valuation; development services; investment management; and research and consulting.



How To Apply

- Please send your resume and cover letter to Sandra.Parkinson@cbre.com
- No phone calls please