



DIRECTOR OF MARKETING, VANCOUVER INVESTMENT TEAM

About CBRE:

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 2010 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.

Position Summary:

The opportunity to work in the leading investment brokerage team in Western Canada and play an integral part of some of the largest and most complex commercial real estate transactions in North America.

Working with the leading investment brokerage team in Western Canada, the Director of Marketing's primary objective is to lead the Vancouver's National Investment Team's (NIT) commercial real estate marketing and administration process. Successful proponents will develop a full spectrum of real estate skills, including gaining access to the latest state-of-the-art marketing platforms, compelling client presentation and direct negotiation with a broad base of National and International Capital Investors in the real estate sector. As part of NIT, you will have the opportunity to work with team members and will be exposed to some of Canada's leading investment professionals.

Essential Duties and Responsibilities:

- Develop, execute and manage complete marketing campaigns for property listings, including print and multiple digital media components;
- Independently develop and design a variety of internal and outbound print marketing materials, such as brochures, investment packages, market reports and proposals relating to the sale of commercial investment properties, including all research, analysis, writing, and graphic design;
- Maintain marketing timelines for multiple projects running concurrently and ensuring that all marketing deliverables are completed on schedule;
- Participate in the planning and creation of marketing strategies for the marketing of specific properties and expanding business for a dedicated team;
- Provide ongoing guidance and leadership to the marketing team, including training and delegating tasks as necessary;
- Interface directly with clients, including resolving routine issues, gathering and verifying documentation and information and responding to both routine and non-routine inquiries;
- Liaise and maintain relationships with a variety of third party contractors;
- Other duties may be assigned as needed.

Qualifications:

The ideal candidate will be an energetic, self-motivated individual who has strong writing, organizational and research skills, is proficient with graphic layouts and document design, and has the ability to work effectively in a high-performing team-based environment. This position provides an excellent opportunity for the right

candidate to maximize their learning, grow in the position, and gain valuable experience in real estate marketing and the commercial real estate industry. Strong work ethic and adaptable work hours are desired.

The ideal candidate should have:

- Superior writing skills;
- Exceptional research and analytical skills;
- Strong project management skills;
- Knowledge of commercial real estate;
- Proficiency in Microsoft Word, Excel and PowerPoint
- Proficiency with Adobe Creative Suite, specifically InDesign;
- Basic web design is a strong asset;
- Relevant degree, ideally with a focus on Real Estate, Business, Marketing, Communications, English or Creative Writing;
- 3+ years in a related position;
- Consistent track record demonstrating organized and timely delivery of marketing projects;
- Strong work ethic, with the ability to accommodate a full schedule and demanding work environment while managing multiple overlapping projects from conception through to completion;
- Demonstrated leadership skills and ability to effectively and clearly delegate tasks;
- Keen eye for graphic design;
- Exemplary attention to detail;
- Passionate about delivering the best possible work at all times.

Send resumes directly to:

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