

Marketing & Project Coordinator

We are a real estate developer hiring for a Marketing & Project Coordinator to help with the day-to-day operations of our team. In this position, you will be a part of a rapidly growing and fast pace team. Enter the real estate industry with the potential for career advancement and find out firsthand about our newest developments, campaigns, and events.

This is a full-time position.

Project administration

- Update and maintain client information on the CRM database
- Follow up with sales team to ensure contract documentations are compliant, liaise with law firm & brokerage for recordkeeping
- Responsible for project related operation including logistics and vendors management
- Gather info from sales team and send out traffic report for PC
- Keep track of purchaser's deposits and prepare deposit receipts when required, reconcile all amounts to make sure payments are on track
- Commission tracking and documentation for internal and external sales
- Maintain a marketing and sales binder for the most up-to-date information package
- Administer marketing material (renderings, factsheets, advertisings etc.) and legal paperwork distribution to sales team in various locations
- Assist with project staging, arrange for photoshoots and videos as needed

Customer Service Program Management

- Identify opportunities and promote the preferred business partners program to potential businesses
- Approach and recruit business partners, initiate conversation and draft agreement
- Manage and maintain relationship with business partners, collect and update the most up to date offerings and promotional materials
- Provide updates of program to internal team



- Maintain relationship with existing and new members, respond and filter member request
- Responsible for new member's welcoming package, gift items and orientation

Marketing Coordination

- Assist with marketing events, realtor outreach and community engagements
- Conduct market research, visit presentation centres and provide summary report to internal team
- Assist with any other marketing task as required

The ideal candidate will have the following skill set:

- Detail oriented and can perform task with a high degree of accuracy
- Proficiency in Microsoft Office
- Extremely organized and be able to create a system for tracking and record keeping
- Be able to handle client and company information with confidentiality
- Be able to produce and carry out presentations for internal team
- Excellent communications skills
- Be a team players and comfortable working with a small team
- Fluent in English, understanding of Chinese language would be beneficial but not required

Extended medical and dental benefits after passing 3-month probation period

Hours of Work: Mon to Fri 9am-5pm, might be required to work extra hours on weekends and evenings for special events

Please email your resume to Michelle Lee, michelle@gryphonliving.com. We thank all applicants for their interest; however only those selected for follow-up will be contacted.

