

Brokerage Marketing Coordinator

Company Overview:

Headquartered in Bryan/College Station, Texas with offices in Houston and San Antonio, Oldham Goodwin Group, LLC, is a fully integrated commercial real estate firm offering comprehensive brokerage, development, management and investment services throughout the state, specializing in retail, office, industrial, commercial land, farm and ranch, multifamily, and hotel property types.

Position Overview:

Oldham Goodwin Group, LLC is looking for a self-motivated, detail-oriented individual to join their expanding brokerage team. The Brokerage Marketing Coordinator would work directly with our agents to create marketing collateral that showcases their client's properties, as well as provide support to the team by keeping the website and other marketing venues up to date with current information. As a member of the Brokerage team the marketing coordinator will also assist with other team and client driven projects. Maintaining the efficiency of the transaction process with respect to marketing collateral and marketing venues is a key component of the job.

General Overview of Responsibilities/Duties:

- Produce marketing items, such as Flyers, Offering Memorandums, and Proposals/Valuations
- Create and update Brokerage resumes, bios, slip sheets and other marketing collateral on a daily basis
- Develop email blasts and update email address database on a regular basis
- Input and update marketing collateral in appropriate marketing venues
- Design and assist in the ordering of standard and specialty signs
- Write and develop content for print, web and other advertising mediums, including radio and television
- Conduct periodic maintenance of the web site and social media outlets
- Perform other duties as assigned

Qualifications:

- Candidate must display a high level of graphic design proficiency using Adobe Creative Suite CS5, including InDesign, Illustrator, and Photoshop. (Graphic design portfolio not required, but highly preferred)
- BA or BS from a four-year college or university required. Marketing, Communications, or Journalism (Graphic Design experience is preferred)

- Candidate must display a level of proficiency with a DSLR camera
- Candidate must display knowledge of AP Stylebook
- Candidate must display a knowledge of web site proficiency regarding HTML & CSS
- Candidate should have basic knowledge in search engine optimization (SEO) and social media management
- Must possess a high degree of professionalism
- Must have excellent written and verbal communication skills
- Must be detail-oriented and organized