

## Marketing Manager / Executive Assistant

### Description

Our mission is to create a first class buying and selling experience for all of our clients and we are seeking a Marketing Manager and Executive Assistant who is passionate about helping us reach our objectives and supporting the team.

The ideal candidate will have education and experience in digital marketing and administration with the desire for growth within the company. The natural ability to organize and prioritize daily tasks with minimal direction is critical in this position. Excellent communication and client service skills are a must.

The Marketing Manager/Executive Assistant will have an understanding of the important keys of digital marketing, sales, and customer service play in the day-to-day operations of a fast-paced Real Estate team. The candidate must be creative, well-organized, self-starter, personable, and enthusiastic. The ideal candidate is deeply committed to supporting the team in achieving great and greater levels of success and growing his/her own skills and developing into a supportive leader within the team.

Licensing sponsorship + bonus potential is available.

### Responsibilities

Manage and develop website, blog sites and social media  
Property marketing (Email Campaigns, Website, Social Media)  
Office Management  
Be the first point of contact in handling customer inquiries  
Enter critical dates for property sales on shared Calendar  
Assist in contract to close process  
Continue to take day to day office tasks away from agent, organizing workflow and removing inefficiencies

### Qualifications

Experience in Marketing  
College degree preferred  
Technologically savvy and able to learn new programs quickly; proficiency in Microsoft office, Google docs, Digital Design Systems, Social Media, MLS  
Real Estate Experience preferred but not required  
Have excellent attention to detail and high-level accuracy with all tasks  
Flexible in daily routine; ability to prioritize and manage shifting responsibilities  
Ability to assess, prioritize and act quickly  
Learning based and solution oriented  
Deadline driven and extremely organized  
Open to new ideas and systems  
Able to make quick and effective decisions, solve problems, as well as maintain confidentiality  
Excellent verbal and written communication skills  
Proficient in time management  
A true professional, who supports the entire team in achieving their goals

### Employment Type

Full time

### Industry

Real Estate

### Job Location

Winter Park

### Base Salary

\$ 15 - \$ 16

### Date posted

September 26, 2018