

#### Job Summary

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Reporting to the Business Operations Manager, this position will provide office support to top sales professionals for a wide range of marketing and administrative assignments.

#### Essential Functions

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To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Responsibilities include, and are not limited to:

- Responsible for assisting with the design and layout of mailers; obtaining data information, maps and floor plans
- Coordinate the brochure creation and design, creation of electronic marketing presentations, and dissemination of marketing materials to the brokerage community.
- Desktop publishing; editing pictures, creating maps for flyers and presentations.
- Gather data in order to create information graphs to emphasize specific market niche for all sales presentations in either Excel or Power Point or Adobe design software. Prepare broker and potential client packages (brochure, Offering Memorandum, Broker Opinion of Value, Request for Proposal etc.) and electronic presentations.
- Organize, word process, assemble and disseminate brochures and investment packages; follow up on collateral materials
- Word processing duties including composition and editing of final documents; letters, offers, contracts, and spreadsheets.
- Coordinate timely and accurate dissemination of Listing Agreements, renewals and other contracts to clients.
- Setup individual and team files, creating and maintaining order in computer files.

#### Additional Functions:

- Update and maintain property databases
- Perform general copying, faxing, filing functions and binding
- PC file management
- Enter new portfolios into database as needed.
- Broker expense report
- Performs other job related duties as required or assigned
- Ability to represent Voit Real Estate Services in a professional manner

#### Education and/or Experience:

- High School Graduate or equivalent
- (3) years of related experience and/or training
- A combination of education and experience will be considered
- California Real Estate License: Preferred but not mandatory

### **Specific Knowledge Required:**

- Experience in Commercial Real Estate and RE databases a plus
- Acrobat® desktop publishing programs: InDesign, Illustrator, Photoshop and .pdf
- ConstantContact® or equivalent email marketing

### **Computer Skills Required:**

- Microsoft Office Products to include: Word, Excel, PowerPoint, Outlook
- Internet Research Skills
- Typing and Keyboard with Efficiency
- General Office Equipment

### **Communication Skills**

- Strong Written & verbal communications
- Professionalism
- Dependable
- Goal-Oriented
- Proactive and Responsive
- Personable
- Collaborative/Team Player
- Ability to Work Independently
- Use Discretion
- Detail-Oriented/Organized
- Dedicated/Strong Work Ethic
- Adapts Readily to Changing Priorities and a Fast- Paced Environment

### **Working Hours:**

For exempt employees, while performing the duties of this position, the Team Member is expected to work the hours necessary to complete the assignments and accomplish goals and responsibilities. For non-exempt employees, Team Member is expected to work the shift hours as specified by the office, not to exceed 8 hours per day, and will adhere to all legal requirements concerning breaks and meal breaks.

### **At Will Statement**

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Employment at Voit Real Estate Services, its subsidiaries, or strategic business partners is employment At-Will.

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**If interested in the above outlined position, please email your resume with salary history to [dwatson@voitco.com](mailto:dwatson@voitco.com)  
Get to know Voit at [www.voitco.com](http://www.voitco.com).**

*Voit Real Estate Services is an Equal Opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex, gender identity, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, protected medical condition, disability or any other protected status in accordance with all applicable federal, state and local laws.*