

## Marketing Assistant Job Description, September 2015

A leading real estate and auction company seeks an energetic Marketing Assistant with high attention to detail.

Primary responsibilities for this position include contacting our franchise offices, managing real estate listings through our database system (updating, adding, removing), proofing existing listings and assisting with the production of our real estate catalog.

Proficiency in Excel and the ability to proof online and offline materials is a must. This is a temporary, hourly position, with an expected workload of 20-30 hours per week. There may be the opportunity to extend this position to full-time if candidate's skill set matches business objectives. Hours can be flexible and completed any time between 7 a.m. and 5 p.m.

### **Duties and Responsibilities:**

The Marketing Assistant will be responsible for managing real estate listings as well as collecting and coding listing content for the development of catalog production. This person should be familiar with real estate in general and the operations of a professional office environment. Helping review final catalog pages and other marketing duties may be assigned, as needed by the United Country Real Estate marketing department.

*\*\*Responsibilities are subject to change at any time due to the company's overall growth and planning period.*

### **Job Requirements:**

- High attention to detail and experience proofing online and offline materials
- Proven ability to develop and maintain strong professional relationships with clients, colleagues and vendors
- Excellent spoken and written communication skills
- Computer literacy and proficient skills in Word, Excel and Microsoft Office
- Ability to communicate with all levels of the business
- Ability to adapt quickly to change and deliver results in ambiguous environments
- Ability to thrive in a fast paced environment and handle multiple tasks simultaneously
- Ability to manage day-to-day tasks and complete them in a timely manner
- Bachelor's degree is preferred

### **About United Country**

United Country Real Estate – a division of the United Real Estate Group – is the leading, fully integrated network of conventional and auction real estate professionals. The company has been an innovator in lifestyle and country real estate marketing since 1925. United Country supports nearly 500 offices and 5,000 real estate professionals across four continents, with a unique, comprehensive marketing program that includes the highest ranked and largest portfolios of specialty property marketing websites, the largest real estate marketing services company, an extensive buyer database of more than 500,000 opt-in buyers and exclusive global advertising of properties.