

INDEPENDENT CONTRACTOR ROLE DESCRIPTION

TITLE: SALES & MARKETING COORDINATOR

DATE: SEPTEMBER 2019

REPORTS TO: DIRECTOR OF SALES

POSITION OVERVIEW:

The Sales & Marketing Coordinator is a key role on the sales & marketing team based primarily in the onsite Real Estate Presentation Center. This individual works directly with the team, providing support in the areas of office administration and operations, sales contract and escrow support, and execution of project marketing initiatives as required. This role is ideal for someone who has some experience in the real estate industry and is looking for an opportunity to work with an experienced, dynamic team.

ESSENTIAL FUNCTIONS:

**AVERAGE %
OF TIME**

- 30% Management of onsite real estate presentation center. Responsibilities include: onsite assistance with reception during office hours, upkeep of on project digital real estate kiosks as needed, coordination of vendors/suppliers for presentation center, maintenance of sales & marketing printed collateral inventory, coordination of real estate tours, general assistance with office operations.
- 20% Escrow Management. Coordination between the sales team and the title company on management of escrow accounts, deposit payments/schedules, and records management as required. Work closely with the Director of Sales and PowerPlay broker to ensure compliance.
- 20% Execution of Project Marketing Initiatives. Responsibilities include: identification of opportunities to promote PHV real estate including partnering with PHV local businesses, engagement of social media audience through social media sites (Facebook, Instagram, Twitter, etc..) according to established social media calendar, reporting and analysis of social media efforts for weekly team meetings, on-site photography as needed for social media, and execution of real estate brokerages email updates .
- 20% Sales Team Support. Assistance with coordination and preparation for tours and prospect meetings, assistance with CRM system as needed, Touring support (if licensed), and general support as requested by sales.
- 10% Event Coordination. Work closely with the Director of Marketing on planning/execution of neighborhood events, broker events, and owner events as required.

QUALIFICATIONS

- Post-secondary education, preferably in marketing or business administration
- 2-3 years experience working in an office environment (real estate preferred)
- Strong organizational, time and task management skills
- Excellent interpersonal skills and ability to work with teams
- Proficient writing skills
- Familiarity with CRM systems
- Valid Texas Sales License an asset
- Outstanding creativity, insight, and a positive, go-to attitude
- Impeccable interpersonal and communication skills
- Proactive, reliable, responsible, and accurate with excellent attention to detail
- Highly computer literate and advanced knowledge Microsoft Office and Adobe Products
- Active on social media. Up-to-date on the latest trends and technologies in social media and event marketing

Interested in the role? Please send your cover letter and resume to careers@powerplaydestination.com.

We appreciate the interest of all applicants, however only those selected for an interview will be contacted.