

Commercial Real Estate Marketing Manager
Remote Position

About FocusedCRE

FocusedCRE is a commercial real estate marketing agency. We offer commercial real estate brokers and firms the ability to outsource some, or all, of their marketing needs by pairing them with our experienced commercial real estate marketing managers and graphic designers. They have the ability to purchase bulk or monthly hours with us for their marketing needs as it pertains to property listings and the overall company marketing including but not limited to: offering memorandum development, flyers, retail maps, email campaigns, newsletters, postcards, company brochures and more.

We are a close team who loves to support one another. We are a growing company and proud of the work we do for our clients. The person in this role should be excited about designing beautifully branded marketing materials for our clients and have the ability to multi-task multiple projects and clients. Attention to detail is key. We want our clients to receive work done the right way the first time with minimal edits. Quick turnaround times in the commercial real estate industry is common, and this is what sets FocusedCRE apart from the rest.

Marketing solutions we offer: offering memorandums, presentations, proposals, BOV's, branding, corporate identity kits, newsletters, flyers, custom mapping, property signs, email marketing, direct mail, quarterly reports, site plans & renderings, 3D Modeling, Video Marketing, CRE Blogs, website development, and much more.

We prefer at least 2-3 years of commercial real estate marketing experience.

Commercial Real Estate Marketing Manager duties included but not limited to:

- **Creative**
 - Graphic Design Skills needed, specifically proficiency in Adobe Illustrator and InDesign
 - PowerPoint Proficiency
 - Knowledge of current design trends
 - Initiative to suggest design and branding changes
 - Attention to detail

- **Project Management**
 - Communicating with clients on their marketing requests, ensuring proper turnaround times are met
 - The ability to make recommendations to our clients on best marketing practices
 - Working with your marketing assistant who is there to assist with templates and workload
 - Quality Control
 - The ability to manage your workload in company Asana account

Pay begins at \$30/hr. This is a fully remote, 1099 position. You must have an Adobe Software subscription and an up-to-date computer.