



Do you love marketing, business operations, & administration? Do you have experience working in the real estate, legal, or related industries? Do you have excellent communication skills, good judgment, and a great sense of humor? Can you deal well with ambiguity and a constant change? If so, please contact us ASAP. We would like to talk with you about this career opportunity immediately.

TITLE: MARKETING AND ADMINISTRATIVE SUPPORT STAFF

COMPANY OVERVIEW: We are industry leaders building a niche market in the cannabis-related commercial real estate segment. Our goal is to bring a higher level of professionalism to the industry and pave the way for future industry growth and expansion.

LOCATION: Everett, WA 98208 in the South Everett / Silverlake area

ROLE: To act as a research leader, marketing specialist, transaction coordinator, and office administrator for a rapidly growing commercial real estate investment brokerage specializing in the purchase, sale, lease, and investment in cannabis-related commercial real estate. This position offers the potential for significant growth and development over time.

#### REQUIREMENTS

- 2 years of combined experience in office administration and / or marketing administration
- 2 years of experience in customer service, retail, or related industries
- Experience working in the real estate, legal, or related industries a plus
- Ability to deal with constantly changing industry laws & policies
- Strong ability to prioritize and re-prioritizing goals and tasks, as needed
- Ability to manage time efficiently, be pro-active, take initiative, and work independently
- Ability to communicate clearly & share ideas with the team
- Highly professional, calm, collected, and polite under pressure
- Good writing skills and creativity for writing listing descriptions, creating video scripts, marketing and ad copy
- Ability to effectively manage multiple projects simultaneously
- Extremely organized, logical, accurate & detail-oriented
- Responsible, reliable, & dependable
- Committed to providing outstanding customer service
- Excellent judgment, common sense, and good decision-making skills
- Reliable personal vehicle with a clean driving record and all legally required liability insurance

#### TECHNICAL REQUIREMENTS

Knowledge of the following products/tools are absolutely 100% required:

- MS Excel
- Microsoft Publisher
- MSWord
- MS PowerPoint
- Drop box
- Ability to scan, email, & dial & answer a phone
- Ecommerce

Experience using the following sites preferred but not required:

- Northwest MLS
- Commercial MLS database (including new just released version)
- STDB (including new version)
- CCIM
- LoopNet

Career Creators Consulting  
1250 Capital of Texas Hwy South  
Building 3 Suite 400  
Austin, TX 78746  
512 788 2012 office  
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<http://www.careercreators.consulting/>



- CoStar
- BombBomb
- SquareSpace and WordPress website hosting
- Docusign
- Camtasia Studio 8 or other video editing software basics
- Front-end basic website updates & management

## REPSONSIBILITIES

### ADMINISTRATIVE

- Creating, following, revising, and improving business operations process checklists
- Administration of existing business systems & processes. Keeping track of all the day-to-day business operations related to business and real estate sales
- Tracking leads & business metrics & analyzing data to spot trends. Tracking client communication, marketing responses, and business metrics
- Communicating with customers and prospective clients via phone and email. Co-coordinating and communicating with the team and the owner to keep them up-to-date on relevant activity.
- Prepare weekly newsletter and blogs for targeted client lists.
- Prepare monthly newsletter and statistical reports to send to database and to use in marketing materials.
- Ensure that premade listing and buyer information packages are prepared.
- Update and reorder printed marketing pieces bi-monthly & establish schedule for re-orders, based on usage and responses.
- Create demographic and demand reports for projects through STDB.
- Create and maintain list of projects in area and prepare monthly and quarterly summaries of such projects.
- Occasional travel to another location.

### MARKETING

- Creation of marketing concepts, preparation, implementation, and tracking of marketing campaigns
- Manage social media marketing and pages on a weekly basis
- Implement and oversee Google, Linked In and Facebook ads and campaigns (or others) and assist in developing ads
- Track responses; provide feedback with monthly and weekly analytics to monitor success of campaigns

### REAL ESTATE

- Input new listings and update existing ones using Northwest MLS, Commercial MLS, Loopnet, CCIM dealshare, Co-Star database, squarespace, bombbomb, wordpress, and also property and marketing websites
- Submit required paperwork and offers to escrow, lenders, other agents
- Submit all required paperwork for transactions to broker's office
- Create and maintain marketing packages, rent rolls, gather lease agreements, prepare financial performance measures, virtual tours, videos, and other marketing material for each investment opportunity
- Research & analysis of industry data using common real estate & government record databases
- Follow-up with brokers, clients, other transactional components to ensure deals are on track
- Coordinate access to properties for showings with owners or tenants; manage access for appraisals, inspections, repairs, etc.
- Maintain log of rents, repairs, and correspondence with existing tenants and contractors and create a summary for stable or leased-up projects on rental properties.
- Follow-up to confirm access to properties for maintenance, inspections, showings, etc. for both buyers and sellers, as needed.
- Confirm appointments and access for appraisers, inspectors, and buyers 24-48 hours prior to appointment times.
- Send email blast to database and members of new listings, price changes, and revised financial data, as needed with listing changes.

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- Send out weekly “Market Exposure Reports” or “Transaction Reports” (depending on status) to current sellers.
- Other duties, such as sending flyers or marketing out to interested parties, contacting other team members to coordinate items, following-up with parties to see if paperwork has been received or sent back, etc.

#### SCHEDULE

- Full-time – 40 hours per week
- Monday – Friday 9:00 AM – 6:00 PM

#### COMPENSATION:

- Base starts at \$15 – 17 per hour, depending on experience. After 6 months, this will be re-evaluated.
- There will be compensation for business-related travel / mileage reimbursement.

#### BENEFITS & PERKS

- Training provided
- 40 hours per week
- Closed Saturdays & Sundays
- Flexible work schedule
- Entrepreneurial, start-up culture
- Professional office environment
- Business casual dress
- Up-to-date technology & software
- FREE --- MBTI JUNG TYPOLOGY
  - <http://www.humanmetrics.com/cgi-win/jtypes2.asp>