



MARKETING ASSOCIATE

Hanley Investment Group is currently seeking a Marketing Associate to work with a highly successful and dedicated commercial real estate brokerage team.

Hanley Investment Group Real Estate Advisors is a boutique retail real estate investment advisory firm with a \$5+ billion-dollar transaction track record that is comprised of innovative specialists delivering unparalleled service and superior results that consistently exceed client expectations. Hanley Investment Group works closely with individual investors, lending institutions, developers, and institutional property owners in every facet of the transaction to ensure that the highest value is achieved. Clients rely on Hanley Investment Group to be the most knowledgeable and trusted source for valuation services, market information and retail property acquisitions and dispositions. For more information about the company, please visit our website at www.hanleyinvestment.com.

Position Description:

The Marketing Associate is responsible for support in creation and implementation of all marketing materials and campaigns. The Marketing Associate is extremely organized and has outstanding time management and multi-tasking skills. **The individual is extremely detail oriented, responsible, creative, personable, dedicated, proactive and willing to learn.**

Position Responsibilities:

- Create various marketing and presentation materials
- Post new listings on various commercial real estate websites
- Research tenant and area information
- Analyze marketing statistics
- Compose write-ups for marketing materials
- Edit documents for spelling, grammar and layout
- Balance multiple projects at a time
- Work independently and in team settings
- Other tasks dependent upon the company's workload

Requirements:

- Proficient in Microsoft Applications: Word/ Excel/ PowerPoint/ Outlook
- Extremely resourceful with internet research
- Enjoys working hard and ready to be challenged
- Strong communication and interpersonal skills; team player
- Strong writing skills – grammar, spelling, punctuation
- Outstanding organizational skills and ability to multi-task; time-management
- 1 Year Minimal Experience Preferred
- Experience with Adobe Creative Suite: Photoshop/ Illustrator/ InDesign (helpful, but not required)

Compensation and Hours:

- Based on experience and qualifications
- Full-Time Hours: Monday - Friday 8:30am – 5:30pm