



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 Research Associate is a valued position within a rapidly growing commercial real estate company in Corona del Mar, CA. The professional in this position will work closely with Marketing, Brokers and Associates to accelerate and improve quality and consistency in the development of property marketing collateral and new business proposals and presentations. The position requires a hands-on detail-oriented person who will utilize creative means to acquire and synthesize appropriate and relevant data and market information. The Marketing Associate must be extremely organized and have outstanding time management and multi-tasking skills. Candidates must be responsible, timely, dedicated, tenacious, personable, proactive, and willing to learn. The Marketing Associate is also responsible for support in creation and implementation of all marketing materials and campaigns. **The individual is responsible, creative, personable, dedicated, proactive and willing to learn.**

Position Responsibilities:

- Responsible for various marketing and presentation materials including (but not limited to): Proposals, marketing packages, e-mail marketing, direct mail marketing, flyers and convention materials
- Research of development, employment, and statistical data for cities and counties to create area write-ups
- Create written content for marketing materials
- Manage Hanley Investment Group Website
- Post new listings on various commercial real estate websites
- Mark-up aerial photograph with relevant retail data and traffic counts
- Acquire corporate logos for subject property tenants
- Identify tenant profiles from company library or, if new, develop profiles from public information
- Pull relevant demographics
- Social media management
- 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:

- **Must have intermediate skill level in design applications such as Adobe Creative Suite: Photoshop/ Illustrator/ InDesign**
- Proficient in Microsoft Applications: Word/ Excel/ PowerPoint/ Outlook
- Enjoys working hard and ready to be challenged
- Strong communication and interpersonal skills; team player
- Excellent writing skills – grammar, spelling, punctuation
- Outstanding organizational skills and ability to multi-task; time-management
- 1 Year Minimal Experience Preferred
- Flexibility to work overtime, as required
- Must have reliable daily transportation

Compensation and Hours:

Based on experience and qualifications

Full-Time Hours: Monday - Friday 8:30am – 5:30pm