



We're Hiring!

Real Estate Marketing Coordinator

Position Overview:

We are seeking a dynamic and organized Marketing Coordinator to join our team. The ideal candidate will have a strong administrative background, excellent time management skills, an eye for detail, and the ability to both create and follow systems. This role requires a creative thinker with a self-starting personality who can effectively coordinate and manage various marketing and branding activities.

Key Responsibilities:

Coordination:

- Oversee branding and marketing coordination and setup.
- Manage social media with content creators and provide reporting & updates to the marketing team using social media management programs.
- Coordinate general advertising efforts, including:
 - Some social media content creation.
 - Print ad coordination.
 - Digital ad coordination.
- Create, manage, and update price lists.
- Update websites or work with web providers as needed.
- Review and coordinate floor plans, renderings, and photography.
- Order and coordinate signage.
- Manage and execute events.
- Oversee show home management.
- Create email templates and handle email correspondence.
- Coordinate closing gifts.

Administrative:

- Take notes during relevant meetings and distribute them to the team.
- Coordinate task management using Monday.com.
- Manage files in One Drive.
- Plan budgets with the Operations Manager on a quarterly basis.
- Provide weekly stats and advertising copies for weekly updates.
- Present marketing calendar overviews at 6-month intervals
- Provide vacation coverage for the current marketing coordinator.

Skills and Qualifications:

- Strong administrative and organizational skills.
- Excellent time management abilities.
- Proven ability to create and follow systems.
- Self-starting personality with a creative mindset.
- Proficient in Salesforce, Monday.com, Canva, Microsoft Office (including Word and Excel), MailChimp, Spark.re, and basic website updating.
- Excellent communication and interpersonal skills.
- Ability to multitask and manage multiple projects simultaneously.

Education and Experience:

- 2+ years of experience in marketing coordination or similar role.
- Real Estate / Real Estate new development experience.

What We Offer:

- Competitive salary and benefits package (after 3 months).
- Opportunities for professional growth and development.
- A dynamic and supportive work environment.

Please send a resume and cover letter to laurie@southislandhometeam.com

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info@southislandhometeam.com

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