

Glendale, CA - Marketing Admin Assistant

Founded nearly 50 years ago, Kidder Mathews has grown to become the leading independent commercial real estate firm on the West Coast. We have over 700 professionals and employees in 21 offices throughout Washington, Oregon, California, Nevada, and Arizona, and we are actively involved in the cities and communities we serve. We have built a reputation of absolute integrity, high-level expertise, and incredible client service, that continuously impresses our clients.

The marketing admin assistant works as part of a team supporting real estate brokers with their daily administrative needs and production of graphic marketing materials.

Ideal candidates possess a highly professional image and demeanor, demonstrate an extremely service-oriented attitude, and strive to provide high quality work and excellent attention to detail.

REQUIREMENTS

- Ideal candidates possess a highly professional image and demeanor, demonstrate an extremely service-oriented attitude and strive to provide high quality work and excellent attention to detail.
- Must have excellent grammatical, oral and written communication.
- Experience with Adobe Creative Suite programs required (specifically Photoshop and InDesign).
- Experience with Illustrator and Dreamweaver is a big plus.
- Need a good eye for the layout of marketing materials such as brochures, newsletters and postcards.
- Additional knowledge of Regis mapping programs, Visio, and other applications is helpful.
- Expert knowledge in all MS Office products, specifically Word, Excel, Access and Outlook.
- Type minimum 60 wpm.
- The interview process will include grammar and spelling tests, as well as exercises to demonstrate your skills using the Adobe programs.

JOB DESCRIPTION

- Use various graphics applications to produce and assemble marketing presentations, proposals, flyers, e-mail flyers, postcards, etc. within predetermined formats and guidelines.
- Use various mapping and demographic software applications to run reports and create custom maps, aerials and presentations.
- Use Photoshop to edit and enhance property photographs and other images.
- Assist with various administrative research projects.
- Provide clerical support for legal documents, proposals, correspondence, invoices, executive summaries and other long and short documents.

Kidder Mathews offers a challenging, exciting, and professional work environment in a high profile industry. Competitive salaries and comprehensive benefits. Qualified applicants should submit cover letter and resume to danak@kiddermathews.com.