

Retail Marketing Specialist

Duties & Responsibilities: Include but are not limited to

- Work closely with the retail group to create and develop brochures, site tours, aerials, demographic reports, and other applicable media
- Develop and manage marketing collateral by working in collaboration with the marketing team
- Produce graphic design artwork to support marketing efforts, in print or digital forms
- Travel (mileage reimbursed) to various properties to record virtual tours via Matterport 3D Camera
- Perform any administrative tasks such as maintenance of internal files
- Calling, writing emails and letters to help get projects completed
- Help make the commercial real estate office/company run as smoothly as possible
- Assist with approving invoices, some limited social media skills, and answering calls

Qualifications and Skills:

- Working knowledge of GIS websites: Regis - Sites USA and/or Esri
- Ability to maintain a positive and professional (“can do”) attitude when interacting with sales associates, clients, vendors and co-workers
- Has excellent verbal and written communications skills
- Extremely organized
- Excels when working in a fast-paced environment, with the ability to multi- task – both independently and as part of a team
- Strong attention to detail
- Ability to meet deadlines and to anticipate next steps or needs
- Project management experience with a track record of meeting deadlines
- Organization and time management skills
- Proficient in AdobeCC software: Specifically Acrobat, Photoshop, InDesign, and Illustrator
- Working knowledge of Adobe Premiere and After Effects a plus, but not required
- PC skills including: Microsoft Word, Excel and PowerPoint
- Can be at the office full time, 40 hours per week – 8:00 AM – 5:00 PM

Job Type: Full-time

Pay: From \$42,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Education:

- Bachelor's (Preferred)

Experience:

- Graphic Design, Marketing, or related: >1 year (Preferred)

Work Location:

- One location

Setting:

- Other

Company's website:

- www.hannacre.com

Company's Facebook page:

- <https://www.facebook.com/hannacommercial>

Work Remotely:

- No

Location

- 1350 Euclid Ave., Suite 700, Cleveland, OH 44115.

About Hanna Commercial Real Estate

Hanna Commercial Real Estate is a full-service commercial real estate brokerage firm having offices in Albany, NY, Buffalo, NY, Cleveland, OH, Pittsburgh, PA, and Rochester, NY with reach into Ann Arbor, MI, Syracuse, NY, Charlotte, NC and Allentown, PA.

Our key services include commercial real estate brokerage, corporate services, appraisal and consulting, property management, accelerated marketing (auctions) and research.