

**JOB TITLE:** Marketing Coordinator | **REPORTS TO:** Senior Marketing Manager | **STATUS:** Full-time salary position

Dedication, entrepreneurship and creativity define Linville Team Partners, a commercial real estate brokerage firm serving the Piedmont Triad and surrounding regions. At LTP, we pride ourselves on the fun-loving, innovation-seeking, partner-driven culture we have created that encourages teamwork, promotes detail-oriented service for our clients, and distinguishes us among other companies in our industry. Our culture is what drives everyone in our office and it is also what defines us as an employer.

At LTP we place a high value on several intangibles that will make for a successful member of our team including self-motivation, attention to detail, and a passion for delivering the highest quality work in every aspect of our company. We take pride in the culture we have built and love going to work every day in a fun and fast-paced office. We also firmly believe that, with hard work and gumption, every member of our team has the potential to shape their role and grow with us as a company.

### Key Roles and Responsibilities

- Assist the Senior Marketing Manager on strategic planning and implementation of the marketing programs that enhance LTP company image and position in the marketplace
- Responsible for creating property-specific marketing collateral including:
  - Property-specific brochures and aerials
  - Offering Memorandums
  - Broker Opinions of Value
- Responsible for executing and managing in-house prospecting campaigns to engage potential clients through multi-touch campaigns
- On an as-needed basis, helping with the execution of property-specific materials, such as:
  - Marketing campaigns (postcards, mailers, etc.)
  - Custom collateral for key accounts
- Work closely with each broker, enabling them to perform all client-oriented tasks by providing them with the appropriate materials

### Candidate Requirements

- Marketing and design experience required (Photoshop, InDesign, Canva experience preferred)
- Excellent communication and writing skills
- 1-2 years real estate or industry experience preferred
- Production focused with a high level of professional energy
- Highly organized and detail oriented
- Shows initiative, creativity, and flexibility
- Personable, friendly, and welcoming

If you learn new software quickly, are detail oriented, can handle multiple tasks and personalities effectively, and are looking for a fun and entrepreneurial work environment in downtown Winston- Salem, this may be the opportunity for you. Learn more about LTP at [www.LTPcommercial.com](http://www.LTPcommercial.com).

This is a full time position with hours from 8:30-5:30 Monday-Friday. Please email resumes to Meg Horvat (Meg@LTPcommercial.com).