

Job Description for Marketing Coordinator – Nashville Office

Cushman & Wakefield | Cornerstone is looking for a Marketing Coordinator to help our team create and implement the development of marketing strategies for our company and our clients.

This candidate must possess excellent creative and design skills, with significant graphic design experience, specifically with InDesign, Illustrator and Photoshop. Day to day responsibilities include proposal and presentation design, aerial mapping, brochure design and email marketing. Looking for a well-organized individual able to juggle multiple projects at once in a fast-paced work environment, and often under several supervisors.

Other responsibilities include:

- Providing administrative assistance to a team of brokers
- Maintain RE Applications database for a team of brokers
- Interact with Research department and other Marketing Coordinators as needed for projects
- Assisting with advertising campaigns, special company projects
- Ability to execute photography shoots, video editing, drawing, other creative skills a plus

Requirements:

- Bachelor's degree (B.A.) preferably in Marketing or related field
- **2+ Years Marketing Experience**, Real Estate background preferred
- **Program proficiency:** Strong to expert knowledge of Adobe InDesign, Illustrator and Photoshop / Creative Suite, Microsoft Office Suite (PowerPoint, Excel, Word)
- Competency in self-training or existing knowledge of social media, new media and online programs, ability to learn and train others
- Strong interpersonal skills
- Effective leadership abilities
- Excellent verbal and written communication skills
- Excellent organizational skills
- Meticulous attention to details and accuracy
- Creative, open-minded, and enthusiastic about creating new opportunities for marketing
- Comfortable multi-tasking and eager to take on new projects

Position is full-time, salaried with full benefits. 40 hours per week, with some expectation of extra hours for occasional special projects.

Salary commensurate with experience.

It is our policy to afford equal employment opportunity and, as such, we seek the most talented professionals and invest in superior resources and technologies. The talent of our extraordinary people and the culture and business approach we foster distinguish Cushman & Wakefield as a leader and expert provider of commercial real estate services.

Cushman & Wakefield | Cornerstone creates real estate solutions for our clients, specializing in office, retail, industrial, and land brokerage, property management, investment sales, and valuation services. Our company has global coverage through Cushman & Wakefield, with local focus on Middle & East Tennessee, specifically Nashville, Knoxville and Chattanooga. Our firm leases and/or manages approximately 8.5 million square feet of commercial property in Tennessee.

Cushman & Wakefield (www.cushmanwakefield.com) is the world's largest privately-held commercial real estate services firm. Founded in 1917, we have 253 offices in 60 countries and nearly 15,000 employees. We offer a complete range of services for all property types, including leasing, sales and acquisitions, equity, debt and structured finance, corporate finance and investment banking, corporate services, property management, facilities management, project management, consulting and appraisal.