

## Marketing Administrative Assistant

**NAI Merin Hunter Codman**, one of South Florida's leading privately owned commercial real estate firms, is seeking a **Marketing Administrative Assistant** to join our team in the firm's West Palm Beach location.

The marketing administrative assistant's primary responsibility is to support the marketing department and firm executives in an administrative capacity, as well as greeting and directing our customer base, vendors, and employees in a professional and helpful manner while managing the multiline phone system. Duties may include commercial real estate listing marketing, entry level graphic design, project management, agreement/form processing and filing, contact management and development, meeting and event planning, travel arrangements, research, and supply inventory and ordering.

### Qualifications:

- Excellent written, oral and personal communication skills
- Excellent organizational skills
- A self-starter who can manage multiple projects and prioritize
- Ability to work independently with deadlines
- Intermediate understanding and interest level of Social Media
- Intermediate to advanced skills in the Microsoft Office Suite
- Entry to Intermediate level Microsoft Power Point skills
- Entry level Adobe Creative Suite skills
- Entry level Canva experience

### Job Type: Full-time

For more information regarding this position please visit the job opportunities page on our website <http://www.mhcreal.com/careers> or email [prente@mhcreal.com](mailto:prente@mhcreal.com).

###

NAI Merin Hunter Codman is an Equal Opportunity Employer. Applicants are considered regardless of race, color, religion, creed, age, sex, pregnancy, family responsibility, national origin or ancestry, citizenship, marital status, sexual orientation, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability or any other protected characteristic in accordance with applicable law.