

Colliers International - Project Coordinator Job Description

Qualifications

This individual has advanced computer skills and knowledge of core business and industry-specific software and the ability to build and implement a variety of marketing plans/strategies. This associate possesses the ability to work effectively and collaboratively in staff teams, to communicate effectively, and to work effectively with the public. This individual is a self-starter with a high degree of accuracy and attention to detail. This associate demonstrates excellent customer service to internal and external clients and possesses an open eagerness to new ideas and processes.

Marketing

- Preparation of proposals
- Creation of Marketing Materials Specific to Each Broker
- Tour Packages
- Offering Summaries
- Property Flyers
- Update Listings to Multiple Databases & Sources
- Research "Leads"
- Broadcast E-Mails
- Create and/or Update PowerPoint Presentations
- Organize and execute events
- Mail Merges/Mail Outs

Research & Analysis

- Market Surveys & Reports
- Lease Synopsis

Administrative

- Contract Preparation
- Correspondence
- Schedule Meetings and Appointments
- Project Tracking
- Invoice Tracking
- Lease Option Date/Client Contact Tracking
- Maintain Closed Transaction Files
- Attend and actively participate in staff meetings, contributing agenda items when needed
- Keep managers informed of major projects and assists in meeting deadlines