



Marketing & Office Coordinator

Job Summary:

Verity Commercial is a fast-growing Reston, VA based commercial real estate advisory firm providing integrated brokerage, consulting, development, investment, and project and construction management services in the Mid-Atlantic region. We are looking for a dynamic individual who can perform both marketing coordination and office operations/administration duties in a fast-paced environment.

Required Experience:

- 2-5+ years of experience in marketing, communications, and/or office operations/administration
- Must be able to multi-task in a fast-paced environment between two different business functions – marketing and office administration

Responsibilities:

- Prepare marketing packages and proposals
- Prepare flyers, brochures, and related marketing materials
- Support efforts in sales (e.g. email campaigns) and communications (e.g. blogs, website, social media platforms)
- Prepare press releases and social media posts
- Support CRM system
- Create advertisements and promote through appropriate channels
- Coordinate and assist with events (e.g. client, community outreach, and team building)
- Identify, implement, and manage office operating procedures and systems
- File system design and management
- Coordinate and assist with the onboarding process
- Assist employees with troubleshooting system difficulties and manage third-party technical support if/when needed
- Support business functions related to HR, IT, and Operations

You'll LOVE this position if you perform best with freedom and without bureaucracy. You'll be working in Reston, VA and within walking distance from Wiehle-Reston East Metro Station.

You will NOT love this position if you need a lot of structure and guidance. We are a results-based organization, so you've got to use initiative to make things happen. This position is not for someone uncomfortable with a lean business model, and the shifting priorities, course alterations, and possible ambiguity associated with a fast-paced company.

Please send resumes to Kellie Cisler at kcisler@veritycommercial.com. All inquiries are strictly confidential.

Employment Type

- Full-time

Industry

- Commercial Real Estate
- Construction Management
- Development
- Owners Rep
- Project Management

Job Functions

- Marketing
- Communications
- Office Operations and Administration

Skills

- Excellent computer skills with MS Office 365 (e.g. Outlook, Word, Excel, PowerPoint)
- CoStar, OneDrive, SharePoint, and/or Adobe Creative Suite (e.g. Acrobat Pro DC, Photoshop, Illustrator, InDesign) experience a plus
- Attention to detail
- Excellent organizational skills
- Excellent verbal and written communication skills
- Ability to proofread and edit
- Ability to multi-task in a fast-paced demanding environment