

Commercial Real Estate Specialist

Summary

The Commercial Real Estate Specialist provides administrative and marketing support to the Executive Vice President of Commercial Real Estate. Because the Executive Vice President is often engaged in business outside the office, the candidate must be a self-starter who is comfortable taking charge with limited direct supervision. This position interacts with numerous internal and external customers on a regular basis. Exceptional communication skills both face-to-face and in writing are essential.

Job Responsibilities (responsibilities may include but are not limited to the following)

- Maintain an inventory of available tenant spaces for lease/sale across all Crawford Hoying listings
- With help from property management staff, track pending lease expirations and renewal options
- Prepare letters of intent, leases, contracts, and other documents, as directed by the Executive Vice President
- Generate, review, and update leasing materials, plans, and listings
- Update master leasing plans and commercial leasing plans, working with architects and property management as needed on the updates
- Coordinate leasing signage, including temporary graphics, directories, wayfinding, and master sign plan approvals and maintain an inventory of all signage
- Using a brand-standard template, create promotional materials for commercial leasing activities
- Work with the marketing team on coordination of tenant press releases and social media needs
- Advertise for-lease properties through a variety of digital and print marketing avenues, including CoStar, LoopNet, and COCIE, among others
- Coordinate property photos, signage, and access requirements, and maintain a database supporting this initiative
- Interact and coordinate with partners and vendors on behalf of the leasing team, as needed
- Organize leasing events with the Marketing Department throughout the year, as needed
- Assist the Executive Vice President by scheduling meetings, coordinating meeting agendas/notes, and coordinating with other departments on an as needed basis
- Perform other duties as assigned

Performance Objectives (objectives may include but are not limited to the following)

- The 7 Core Values that Crawford Hoying has established to maintain its desired culture
- Communication response time and professionalism
- Ownership and accountability
- Face-forward interaction and engagement with clients, partners, and other departments
- Willingness to take on projects and learn a variety of concepts, practices, and procedures

Preferred Knowledge, Skills, Education, and Experience

- 1-3 years of experience in sales, real estate, or a related field
- Ability to thrive in a fast-paced, ever-changing environment
- Strong analytical, organizational, problem-solving, and multitasking skills
- Availability to work a flexible schedule as necessary
- Excellent written and verbal communication skills
- Experience with the Adobe Creative Suite (especially InDesign)

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www.crawfordhoying.com

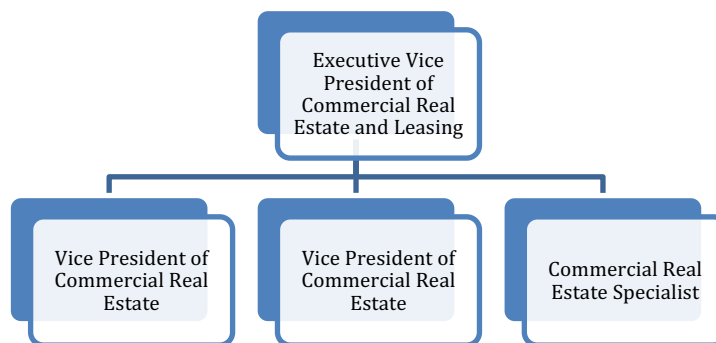
- Proficiency in Microsoft Office products, including Excel, Word, and PowerPoint
- Bachelor's degree in business, marketing, or a related field
- Valid driver's license and reliable transportation

Work Environment

The Commercial Real Estate Specialist is based out of the corporate office. Work hours are typically 8:00 am to 5:00 pm, Monday through Friday. Some evening and weekend hours may be required at times throughout the year. This individual must be willing to work a flexible schedule when needed.

Reporting Structure

The Commercial Real Estate Specialist reports to the Executive Vice President of Commercial Real Estate and works directly with two Vice Presidents of Commercial Real Estate, who may also assign work on a regular basis.



Physical Requirements

The candidate's physical condition must be sufficient for the consistent and successful completion of the responsibilities defined for this position and for conformance with all professional standards defined for this position. This position frequently requires standing, walking, sitting, and reaching with hands and arms. It may require lifting up to twenty-five pounds. This employee must be able to drive throughout the workday.

If you are interested in applying for this position, please email your resume to hr@crawfordhoying.com.

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