

Cambridge Properties, Inc.
Position Description Summary

Position: Administrative and Marketing Assistant

Position Description:

Cambridge operates as a full service real estate development company active with retail and land developments, leasing brokerage and property management. This position includes responsibilities for supporting and helping to manage various real estate functions and activities of the office related to development, marketing and document management. This position is required to work in person at Cambridge's main office in Charlotte, North Carolina.

Primary Accountabilities (priority responsibility):

- 1) Marketing:
 - a) Assist in preparation of creative and consistent project marketing materials/packages
 - b) Update and maintain project marketing material
 - c) Update and maintain company website
 - d) Maintain online listing data
 - e) Manage social media platforms
 - f) Research demographic and traffic count data
 - g) Assemble presentation materials for rezoning, meetings
 - h) Coordinate office events/ holiday gifts

- 2) Document Management:
 - a) Manage document/file management (electronic and hard copy) system, development and transaction related documents
 - b) Document filing (electronic and hard documents)
 - c) Delivery/ pick up of plans with municipalities and vendors

- 3) Administrative and Office Support:
 - a) Word processing/ document preparation
 - b) Daily mail sorting/distribution
 - c) Handle outbound mail, FedEx courier
 - d) Maintain office supplies
 - e) Schedule and meeting coordination
 - f) Answer phones and transfer calls
 - g) Receive and greet visitors with a positive and helpful demeanor
 - h) Notarize legal documents/ recordation
 - i) IT support/ submit tickets
 - j) Travel coordination

Requisite Skills and Abilities:

Category:

Skills and Abilities

Technical:

1. Proficient in Microsoft Office Applications. (Word, Excel, Power Point).
2. Proficient in InDesign or similar program
3. Familiarity with office equipment, functions.
4. Electronic document management methodology.
5. North Carolina notary certificate (or willing to obtain certificate)
6. Prefer experience in WordPress

Marketing:

1. Familiarity with GoogleEarth, demographic GIS applications.
2. Knowledge of digital marketing, including email campaigns and website maintenance.

Interpersonal:

1. Maintain all development, financial and personnel information in strict confidence.
2. Work in a positive, effective manner with CPI personnel.
3. Team player with ability to work independently.
4. Communicate any work/personal issues professionally and appropriately.
5. Demonstrate honesty and integrity in all business activities.
6. Represent Cambridge professionally when interacting with others.

General Experience:

1. Prefer experience with real estate marketing, development, construction.
2. Prefer experience drafting and reviewing legal documents
3. Strong attention to detail.
4. Creative and innovative approach to assisting marketing and supporting the development process.