



## **Brokerage Marketing and Social Media Assistant**

Maloney Properties, Inc. is seeking a full-time Marketing and Social Media Assistant to assist with brokerage marketing, social media, and office operations at our Corporate Office in Wellesley, MA.

### Brokerage Marketing

- Order promotional materials such as Just Listed or Just Sold postcards and complete office supply orders
- Assist brokers to create marketing packages, and draft listing/lease/sale agreements- Greet and screen clients at the front desk- Help in underwriting and valuing properties for owners
- Assist in writing proposals to purchase or list properties
- Create and post ads on real estate websites to promote all property listings.
- Social Media Management.
- Design creative flyers, postcards and other marketing materials for mass mailings.
- Provide marketing support and assistance to local brokerage professionals as it pertains to business development and promotion of specific listings
- Assist in the creation and copywriting of brochures, flyers, and floor plans for exclusive building listings
- Assist with drafting proposal responses and pitches to include extensive writing and editing of company information, proposal text, and graphics

### Social Media duties:

- Update all social media channels including Facebook, LinkedIn, Twitter, Instagram, and other blogging websites.
- Monitor and assists with responding to online activity and feedback on social media and other online resources.
- Update and maintenance of company website and intranet pages
- Compile information for the company newsletter.
- Assist with the creation of marketing and communication materials.

### Administrative duties:

- Prepare and distribute reports and correspondence.
- Provide administrative support to company executives and managers.
- Assist in the coordination of meetings and special events.



- Provide dedicated daily support to Reception for breaks and/or as needed to include answering and directing telephone calls, receiving and directing guests, vendors and delivery staff, as well as other related tasks.
- Oversee service and maintenance of the office equipment.
- Run departmental related errands.
- Perform other duties and special projects as assigned.

Requirements:

- The successful candidate will have at least 2-3 years of marketing experience.
- Proven interest in and strong working knowledge of social media and marketing.
- Advanced Microsoft Office proficiency including Outlook, Word, Excel, and PowerPoint.
- Knowledge of Adobe Photoshop, Publisher, Illustrator or other graphic design programs.
- Must have excellent proof reading, verbal and written communication skills.
- Willingness to take initiative, think creatively and solve problems.
- Ability to function well in a fast paced environment.
- Must be proficient in the English language. The ability to speak a 2<sup>nd</sup> language is a plus.

Established in 1981, Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 80 housing developments containing over 8,000 units of housing. These properties, consisting of townhouse communities and luxury high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in the State of Vermont, New Hampshire and Rhode Island.

At Maloney Properties, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid sick time, paid company holidays and paid vacation, recruitment bonus benefits, confidential employee assistance programs and tuition reimbursements. EOE

Interested candidates should apply online via:

<https://www.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=358662>