

# WANTED:

Marketing Assistant &  
Agent Services Admin

## For a high volume Real Estate Team

*What's the Job?*

We are looking for a dynamic go-getter to assist our marketing & sales agent teams with promoting our homes for sale and the daily tasks in selling them.

Create glowing & engaging product descriptions

& demographically targeted ad copy for our homes for sale.

Support our agents on the phone and in our various real estate systems when they are in the field and help co-ordinate paperwork, delivers and emails.

Promote all our homes & services through marketing, social media and other channels with unique, interesting and engaging ads.

Create guides, reports and articles to Ad Value to our online community and use social media feeds for cross promotional updates.

Preparing weekly client updates for the team and "best of lists" for weekend promotions with timed status updates for off hour promotion.

## Required Skills

*Copy writing skills and understanding of Marketing Automation, Variation Testing, Call to Actions and Graphic Design.*

The ability to work in a high paced environment & stay organized and on task.  
Creativity & a problem solving attitude.

Attention to detail and tracking.

Positive, upbeat attitude with the desire to learn & grow

**Full Time Availability between 9:00am - 9:00pm Monday - Saturday**

**Working from the office at 610 Bronson Ave, Ottawa**

**Please Contact Dave Williams: 613-788-2495 or by email**

**HomeTeamMarketing@HallmarkOttawa.com**

**with Cover Letter & CV**