

## **Seattle – Marketing Assistant/Copywriter/Graphic Designer**

GVA Kidder Mathews is the largest full service commercial real estate firm in the Pacific Northwest, with over 400 professionals and staff members providing brokerage, property management, appraisal, consulting, and sustainability services. We are looking for talented, hard working individuals to be part of the company's fast paced highly successful environment.

We are seeking a full-time Marketing Assistant/Copywriter/Graphic Designer to organize and implement corporate marketing efforts. This individual will report to the Senior Vice President Marketing.

### **Job Description:**

- Write, design, and produce materials, including proposals, presentations, corporate collateral materials, and more.
- Write press releases, seek opportunities for press coverage, track press activity/presence.
- Advertising concept/writing/design for newspapers, sponsorships, and other publications.
- Website design and maintenance for corporate site, intranet, extranet, and property sites.
- Custom flyer & signage design.
- Develop and maintain corporate mailing list/company database for use by sales force.
- Research new technology, resources, and marketing tools for real estate industry.
- Research print, web, and other marketing opportunities for GVA Kidder Mathews.
- Gather and maintain raw market data and create standard presentation slides and documents for use by sales force.

### **Requirements:**

- Proven copy and press release writing skills.
- 5 years related experience
- Must have experience & knowledge of commercial real estate industry
- Must have expert knowledge of Microsoft Office Suite.
- Must have expert knowledge of Adobe CS4 (Photoshop, Illustrator, In-Design, Dreamweaver, Flash) and advanced knowledge of FrontPage.
- Additional knowledge of Access, Visio, MapInfo, and other applications are a plus.
- Excellent attention to detail and work quality.
- Excellent grammatical, oral, and written communication skills.
- Highly professional image and demeanor.
- Ability to handle fast-paced environment and multiple projects and tasks concurrently.

GVA Kidder Mathews offers a challenging, exciting, and professional work environment in a high profile industry. Competitive salaries and comprehensive benefits. Qualified applicants should submit cover letter and resume to [marketing@gvakm.com](mailto:marketing@gvakm.com).