Prospect Equities®

Full Service Real Estate Brokerage

About Prospect Equities®

PROSPECT EQUITIES® is a Full-Service Real Estate Corporation and one of only two-dozen real estate brokerage franchise systems globally with hundreds of real estate professionals licensed throughout our many franchised offices. Our corporate headquarters is in Oak Brook, Illinois. Franchise opportunities are available in most of the USA.

Job Description

Graphics and Web Associate

Prospect Equities® is seeking a Graphics and Web Associate to assist with its ongoing marketing activities and help business team achieve its strategic goals. This position is responsible for providing graphics, design, website and general marketing assistance to marketing department, and developing successful design pieces that apply to marketing and sales. Accountable to support and assist with the implementation of the company's marketing initiatives in a positive team manner under the guidance of Marketing Director.

RESPONSIBILITIES TO INCLUDE:

Graphical Design and Support of Marketing Materials

- Create design layout for and maintain documentations of all company advertisements.
- Submit advertisements to publications upon approval.
- Graphical design coordination of printed publications.
- Design and production work for marketing collateral materials, including but not limited to brochures, sell sheets, direct mail pieces, event invitations and tradeshow displays for approval.
- Coordination of printed marketing communications, including obtaining quotes, preparing files, conducting onsite press checks and product ordering.
- Maintain an electronic and hard copy library of all marketing collateral, easily accessible to all marketing personnel.

Website & Internet

- Management of company's main and related websites. Responsible for the development and publishing of approved content and updates to related sites.
- Act as Webmaster for all contact made by web visitors. Distribute leads, requests and communications to respective markets accordingly.
- Gathering of monthly web and blog analytics for review by Marketing Directors.
- Assist in the coordination of online reputation management and search engine optimization.

Social Media

- Responsible for posting approved content to company social media pages.
- Responsible for maintaining firm social media accounts with updated company information and posting of approved content.

Other Support

- Act as marketing flow-over for creation of presentations, proposals and any other marketing admin support needed.
- Quick and accurate completion of marketing projects.

Qualifications:

- Bachelor's degree in Marketing, Graphic Design or other related field.
- 1-3 years of relevant graphical, website, and marketing experience; real estate or professional services industry preferred.
- Detail-oriented, well-organized and able to set priorities under pressure.
- Creative mindset.
- Team orientated, but self-sufficient.
- Proficiency in Microsoft Office, Excel, PowerPoint, Outlook, and Adobe Acrobat InDesign, Adobe Illustrator, and Photoshop, Dreamware, WordPress, and HTML.

Job Location

United States-Illinois-Oak Brook

Position Type

Full-Time/Regular

Please email your resume/CV for a reasonable accommodation or expression of interest to info@ProspectEquities.com.

PROSPECT EQUITIES® is an Equal Opportunity Employer, supports the Fair Housing Act, and is an Accredited Member in good standing with the Better Business Bureau. For Full Terms, Conditions, and Privacy Policy, please visit www.ProspectEquities.com.
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