

RESIDENTIAL RENTAL MARKETING ASSOCIATE

Time Equities, Inc. ("TEI"), a full-service real estate company, is seeking a full-time creative, sharp, detail, and people-oriented Marketing Associate to help rental managers market and sell apartments. This hands-on role includes taking photos, writing copy, calling, and negotiating with renters and buyers. This is a salaried position that also receives incentives for showing and renting an apartment. While the role includes administrative tasks, with our training, we expect this position to learn and grow. The position requires obtaining a Real Estate license within the first 4 months if you do not already have one.

RESPONSIBILITIES

The responsibilities include but are not limited to;

- Producing, editing, and/or coordinating the production of marketing content and collateral including marketing photos, videos, virtual tours, copy, advertisements, mailers, social media postings, and listings.
- Ensuring marketing materials are accurate, relevant, and in compliance with both company policies and applicable regulations.
- Maintaining databases of marketing materials and rental data.
- Help managing advertising content and tracking analytics to ensure all content is up to date and relevant.
- Showing apartments for rent, following-up on leads, and working with clients through lease execution.
- Help coordinating lease renewal negotiations through renewal lease execution.
- Interacting with the public
- Administrative duties

REQUIREMENTS

- A College degree in marketing, advertising, design, or equivalent is preferred
- Strong communication skills both verbal and written required
- Strong creative skills including the ability to take and edit high-quality photos and videos, create marketing collateral, and ensure the quality of marketing materials created by others.
- Skilled with data entry and research
- Team player and calm under pressure
- Attention to detail
- Real Estate sales or rental agent experience a plus
- Influencing and negotiating skills
- Advertising copywriting skills and an understanding of branding
- Eagerness to learn
- A Real Estate Salesperson's License or the willingness to obtain one

BENEFITS AND PERKS:

- broad competitive compensation and benefits package including Medical, Dental, Vision, Life, and Disability insurance
- 401(k) Retirement Plan with company-matched contributions
- Eligible to elect other voluntary benefits including FSA, additional life insurance coverages
- Up to \$3,500/year in tuition reimbursement
- Tax-free benefits for mass transit or parking expenses

- Access to an Employee Assistance Program for services including counseling, financial and legal consultation, referrals for care service, and more
- Opportunity to enroll in an internal mentorship program
- Opportunity to serve on various internal committees such as the Change Committee and Wellness Committee
- Health and wellness opportunities including discounted gym membership options with NYSC and ClassPass
- Paid time off including vacation, sick, and personal days

Come join a great company and start a rewarding career path in a booming industry!

If you are interested, please send a resume, salary expectations, and short cover letter explaining specifically why you should be the one selected to jobs@timeequities.com

WHO WE ARE:

Founded in 1966, Time Equities, Inc. ("TEI") has been in the real estate investment, development, and asset and property management business for more than 50 years. TEI currently holds in its portfolio approximately 36 million square feet of residential, industrial, office, and retail property including about 5,000 multi-family apartment units, approximately 580,000 square feet in pending acquisitions, and 1.7 million square feet of various property types in stages of pre-development and development. With 327 properties across 33 states, 5 Canadian provinces, Anguilla, Germany, Italy, the Netherlands, and Scotland, the TEI portfolio benefits from a diversity of property types, sizes, and markets. There are concentrations in the Northeast, Southeast, Midwest, and West Coast of the U.S., and new markets around the world are always being evaluated.

Time Equities, Inc. does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business needs.

For more information, please visit our website at www.timeequities.com