

Position: Marketing Coordinator

Reports to: Director of Marketing

Job Type: Permanent Full-time

About rennie & Our Culture

We are real estate at its thoughtful best. We see real estate as a means to build better communities and improve lives. For more than 40 years, we have been leaders in the field because we consistently put people and relationships first.

Integrated under rennie are Developer Services, Consumer Services, and rennie Museum. Founded on collaboration, we intentionally foster a supportive environment between our inhouse Intelligence, Technology, Conveyance, Finance, Marketing, and Advisor Teams. Together, we are the definition of strength in numbers, and individual success is team success.

We have partnered with developers throughout Western Canada and Washington State to help acquire, plan, design, market and sell some of the region's largest and most successful communities. Integrating market intelligence, strategic perspective, and industry experience, our head office team of 90 and more than 160 Realtors in the field work seamlessly to deliver products and sales to build clients' brands and ensure continued success. Whether our clients are buying a home, selling a home, or building a community, they can depend on rennie and our team of trusted advisors to bring expert knowledge and trusted experience, while delivering exceptional service.

The main office of rennie is headquartered in Vancouver's Chinatown district in the historic renovated Wing Sang building, originally built in 1889. The spectacular space includes an inhouse museum, a rooftop garden with stunning views of the city, and unique collaborative workspaces.

About the Opportunity

The Marketing Coordinator role at rennie is responsible for supporting the Project Managers in developing ongoing marketing strategy and creative to reach targeted sales and marketing goals for our real estate development clients. The Marketing Coordinator will work to develop various collateral, ads, events and more to strengthen and promote both the developer's and rennie's brand and business.

Duties/Responsibilities:

- Support Project Managers in campaign design and delivery in all aspects of a new development launch
- Working directly with suppliers and vendors in development, production of floorplans, brochures, signage, advertising and more
- Event planning for new sales centre launches, media and associate events
- Writing, proofreading and layout of copy
- Production, layout and distribution of eblasts
- Analytic reporting and documentation
- Organizing advertising with media partners, developing ad copy, and trafficking of ads



- Creating and curating content for social media platforms
- Ensure brand standards are adhered to across all marketing collateral
- Manage, organize and archive project files
- Client relations and retention

Desired Skills/Experience:

- Degree or diploma in marketing, communications, real estate or a related field with at least 2 years of experience working in a professional environment
- Exceptional communication skills
- Advanced skills using the Microsoft Office Suite (Word, Excel, PowerPoint)
- Superior writing and editing skills
- Detail oriented, organized and ability to prioritize
- Experience in layout feedback and production of marketing collateral
- Experience in working with agency, partners and outside suppliers
- Ability to multi-task and excellent time management skills
- Self-motivated and passionate team player
- Skills in using the Adobe Creative Suite (InDesign, Illustrator, Photoshop) will be considered an asset

Compensation and Benefits:

- Competitive salary based on experience
- Extended healthcare benefits
- Eligibility for participation in our extensive bonus program based on performance
- Participation in our annual retreat, monthly lunch and learns with leading industry experts, social events, and much more!

Please note: This is a Vancouver-based office position.

If this looks like the position for you, please email your cover letter and resume to careers@rennie.com, indicating 'Marketing Coordinator' in the subject line of your email. We thank all candidates for their interest, however, only select individuals will be contacted.

For more information, please visit: <https://rennie.com/about>

