

CAREER OPPORTUNITY

POSITION: Marketing Assistant

HOURS: Part-Time or Full-Time

PAY RATE: \$8.00 to \$12.00, depending on experience

DATE OPENED: November 27, 2009

We seek a motivated and ambitious career-minded individual to fill the Marketing Assistant position. Celebrity Properties is a fast-growing real estate brokerage with 16 leasing and sales agents. Our team shares in-depth expertise in residential and commercial sales and leasing, consulting and property management. We recently achieved state licensure in Georgia and Arizona, enabling us to expand operations beyond Illinois.

This candidate must have dynamic verbal and written communications skills. A strong desire to learn about real estate while executing marketing programs and promoting firm services. Experience in real estate brokerage, property management, development, marketing, tele-marketing is a plus. The qualified person will conduct online research, summarize findings into articulated content, and disseminate content to various marketing channels.

The candidate should be able to work at least 20 hours per week at our Park Ridge office. Our flexible hours will fit most schedules.

Technical Skills:

Proficient with PC and Internet.

Strong knowledge of Microsoft Office Suite (MS Word, Excel, PowerPoint),

Adobe Photoshop and Adobe Illustrator.

Familiar with Sage Act! and Peachtree accounting.

Please email your cover letter and resume to Scott Schultz, Managing Broker.

SSchultz@CelebrityProp.com