

Full-Time Office/Marketing Assistant

Company Overview

Twin Cities-based Oppidan Investment Company is a national property development firm offering a full range of real estate services including asset management, brokerage services, construction management and project management. Since our founding in 1991, Oppidan has successfully developed in excess of 400 projects valued at more than \$2.7 billion and spanning 12 million-square feet throughout 29 states and parts of Canada.

Job Description

Our small but fast-paced Commercial Real Estate company needs a reliable, self-efficient, organized Office/Marketing Assistant to support day-to-day office duties. The successful applicant will have a positive attitude and a desire to work as efficiently as possible.

Experience

- 3-5 years office experience + a Bachelor of Science degree

Position Duties

- Support office staff
- Handle office issues as they arise (company server, phones, office growth, etc.)
- Ordering and maintaining promotional products
- Maintain Social Media accounts (Facebook/Twitter)
- Assistance with Marketing (create/design, upkeep marketing materials, produce marketing books, etc.)
- Assist in maintaining Company Website
- Occasional Data Entry

Skills

- Organization and planning skills
- Ability to Multi-task
- Work management and prioritizing skills
- Verbal and written communication skills
- Problem solving abilities
- Attention to detail
- Flexibility
- Reliability
- Works well with others

Computer Skills

Must work efficiently in Adobe Professional, Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Microsoft Office 365 (Outlook, Excel, Word and Power Point) and Microsoft Share Point. Knowledge in smartphones, copiers, and scanners.