



# PACIFIC NORTHWEST TITLE

---

## Marketing Support

Do you enjoy working with a active marketing team? Do you have strong organizational skills? Pacific Northwest Title is searching for an addition to our team! If you have strong administrative and organizational skills and enjoy working with customers this may be the job for you!

### Position Summary:

The Marketing Support role is responsible for the marketing and administrative support of our active team. The successful candidate will be well organized, possess strong administrative skills, enjoy working with the sales team and our customers, be a self-starter, be team-oriented and be able to thrive in a fast-paced environment.

### Duties & Responsibilities:

- Coordinate marketing schedules and materials with our Social Media vendor
- Develop, maintain and proof content for marketing materials
- Assist with strategic planning of marketing and advertising campaigns including quarterly schedules
- Research competitive products by identifying and evaluating product characteristics, sales, prices and methods of distribution and marketing to thoroughly learn about the competitions' market share, pricing, and advertising
- Maintain research databases
- Devise and conduct research regarding market strategies and consumer opinions and assess procedures and methods for customer data collection, including surveys and questionnaires
- Evaluate and analyze the effectiveness of advertising, marketing and communications strategies
- Manage marketing budget & weekly inventory
- Collaborate with team to develop and test new content and creative strategy opportunities
- Participate in creative brainstorming sessions with Sales team
- Work with Sales team on implementation strategies for communication of industry news and topics
- Assist in the preparation of in-person and virtual presentations to real estate agents and lenders regarding education and/or relevant industry related information
- Work with Real Estate School Administrator to organize clock hour classes including identifying, assembling, and coordinating requirements, establishing contacts, developing schedules and coordinating mailing lists
- Liaison for sales related promotional materials planning and management
- Create custom reports applicable to Sales in operating software and distribute to relevant parties
- Provide backup to the Customer Service department as needed, assisting with all customer service requests
- Provide backup for daily post office and real estate office deliveries as needed
- Perform other duties as assigned

### Skills/Qualifications/Qualities:

- 1 - 2 years of experience in marketing support
- Demonstrated copywriting skills
- Must be self-motivated and driven to succeed & produce results

- Excellent written and verbal communication, presentation, and editing skills
- Computer skills sufficient to create presentations, manage spreadsheets and create documents
- Excellent customer service skills, including follow up with current and prospective customers, answering any and all needs, questions and concerns
- Ability to think independently and communicate ideas effectively
- Strong organizational skills, ability to multi-task and keep projects prioritized
- Team player mentality
- Must possess the following attributes: Dependable, Responsible, Honest, Integrity, Confidentiality

Send resumes to [employment@PNWTKitsap.com](mailto:employment@PNWTKitsap.com)

Pacific Northwest Title is an equal opportunity employer. All applicants will be considered for employment without attention to by race, color, sex, religion, age, national origin, marital or military status, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, status as a victim of domestic violence, sexual assault, or stalking or any other status or characteristic protected by local, state or federal law.