

JOB OVERVIEW

JOB TITLE Corporate Coordinator

LOCATION Houston, Texas

RESPONSIBILITIES

- Complete real estate transaction assignments
- Advance the company marketing program
- Provide executive and administrative support

QUALIFICATIONS & EXPERIENCE

- Undergraduate degree in Real Estate, Marketing, Business or Entrepreneurship
- Minimum of a 3.5 GPA
- Experience working in a fast-paced transaction oriented environment
- Experience with various marketing tools
 - Spearheading email and marketing campaigns
 - Managing social media: Facebook and LinkedIn
 - Creating marketing literature in Canva
 - Coordinating events
- Self-motivated and able to work autonomously while taking calculated risks

SALARY & BENEFITS

- Competitive Salary
- Paid Time Off (PTO)
- Medical and Dental benefits subsidy
- 401K
- Annual bonus
- Wellness subsidy

ABOUT US

FEC Real Estate is an industry leading commercial real estate brokerage firm with a niche specialization in the retail subspace. The company represents family entertainment centers throughout the United States for the leasing and purchasing of CRE for their operations.

Send a brief cover letter* and resume to: RJ Mohindra
rj.mohindra@fecrealestate.com

*Only resume submissions with a 1-2 paragraph cover letter will be considered.