



CBRE

Client Services Specialist / InDesign – Denver, CO

Scope of Business: Real Estate Brokerage

Position: Full-Time

Salary Range: \$60,000 - \$70,000 Annually

Application Deadline: NA

CBRE is the world's largest commercial real estate services and investment company, with the #1 global market position in leasing, property sales, outsourcing, property management and valuation. CBRE is also the largest commercial property developer in the United States, and has nearly \$142 billion of Assets Under Management within our Investment Management business. Our more than 105,000 employees (excluding Turner & Townsend employees) serve clients in over 100 countries, including over 90% of the Fortune 100. For more information, visit [CBRE.com](https://www.cbre.com).

Job Summary:

Provides general administrative support to an office or group of sales professionals. Also, provides support to the sales team's business plan objectives. Responsible for preparing proposal, presentation and communication materials. Coordinates the distribution of internal and external marketing information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Gathers supporting documentation to complete voucher forms and process Brokers' commission payments while abiding by company accounting policies as well as local and national laws.
- Conceptualizes and develops the design of flyers, property brochures, proposals or offering memoranda for the purpose of closing deals. Supports Sales team members in the implementation of business strategies.
- Interfaces directly with the clients, including taking them on property tours, resolving routine issues and responding to pricing and/or non-routine inquiries.
- Participates in the formulation and strategy for marketing particular properties and expanding business for a dedicated team.
- Acts as single point of contact for all data requirements from the sales team, including information related to marketing, research and financial analysis.
- May source properties and/or clients by researching local and national databases.
- Tracks and reports on responses and communications from sourcing activities.
- Creates and produces electronic and/or direct marketing campaigns for sale or lease of properties to include customized property information materials, comparable market analyses, market and industry research and targeted mailing lists.
- Maintains and updates marketing infrastructure which may include a database system, intranet and external website, including data on all prospects. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES:

No formal supervisory responsibilities in this position.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Associate's degree (A.A.) or equivalent from 2-year college required. Bachelor's Degree (BA/BS) from a 4-year college or university preferred. 3 years experience providing administrative support to multiple or team of professionals; ability to determine and respond to conflicting priorities preferred. 2 years experience in the Real Estate industry.

CERTIFICATES and/or LICENSES:

Current real estate license for where work is performed.

COMMUNICATION SKILLS:

Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from clients, co-workers and/or supervisor. Ability to effectively present information to an internal department and/or large groups of employees.

FINANCIAL KNOWLEDGE:

Requires knowledge of financial terms and principles. Ability to calculate intermediate figures such as percentages, discounts and/or commissions. Conducts basic financial analysis. Ability to abstract a lease.

REASONING ABILITY:

Ability to comprehend, analyze, and interpret documents. Ability to solve problems involving several options in situations. Requires advanced analytical and quantitative skills.

OTHER SKILLS and ABILITIES:

Advanced skills with Microsoft Office Suite, internet research and web publishing skills. Ability to manipulate basic templates in Power Point and/or InDesign preferred. Ability to solve problems, mathematical analysis and project management. Knowledge of accounting and business law helpful.

SCOPE OF RESPONSIBILITY:

Decisions made with thorough knowledge of procedures and company policies to achieve set results and deadlines. Responsible for setting own project deadlines. Errors in judgment may cause negative impact to internal and external clients.

*Colorado Residents: CBRE carefully considers multiple factors to determine compensation, including a candidate's education, training, and experience. The minimum salary for the Client Services Specialist position is \$60,000 annually and the maximum salary for the Client Services Specialist position is \$70,000 annually. The compensation that is offered to a successful candidate will depend on the candidate's skills, qualifications, and experience. Successful candidates will also be eligible for a discretionary bonus based on CBRE's applicable benefit program. May be eligible for commission based on various factors.

BENEFITS FOR FULL-TIME EMPLOYEES:

- Corporate welfare benefits, which includes medical, dental, vision, disability, health care and dependent care reimbursement accounts, life and AD&D insurance
- 401(k) Plan
- Paid time off, parental leave, and holidays are available as established by Company policy

CBRE is an equal opportunity/affirmative action employer with a long-standing commitment to providing equal employment opportunity to all qualified applicants regardless of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, age, citizenship, marital status, disability, veteran status, political belief, or any other basis protected by applicable law.

NOTE: An additional requirement for this role is the ability to comply with COVID-19 health and safety protocols, including COVID-19 vaccination proof and/or rigorous testing.

For more information or to apply, please visit: https://careers.cbre.com/en_US/careers/JobDetail/Client-Services-Specialist-InDesign/39860

Contact:

CBRE Careers

<https://www.cbre.com/about/careers>