

SALES AND MARKETING COORDINATOR

Irvine, CA

Landsea Homes is a global builder with communities and homes in the US, Germany and China. Landsea Homes draws on a global perspective to create urban and suburban communities in prime markets for sophisticated, discerning buyers. We bring insights, innovative approaches and open-minded thinking to the way we choose where to build, what to build, how to build and- most importantly- why, for our buyers.

Driven by a pioneering commitment to sustainability, Landsea Homes designs and builds homes and communities throughout the nation that reflect modern living- inspired spaces and features, built in vibrant, prime locations where they connect seamlessly with their surroundings and enhance the local lifestyle for living, working and playing.

The golden thread of Landsea Homes many types of homes is where they are built. Throughout the country, we carefully select prime markets for our homes and communities with commuter-friendly access to major employment centers. The result is less time spent commuting, and more time enjoying all the opportunities that your new home affords. Currently you will find Landsea communities and homes in Boston, Massachusetts, Weehawken, New Jersey, the Bay Area of Northern California, greater Los Angeles and Orange County, California.

We are seeking an intelligent and ambitious individual interested in an exciting and challenging position as a Corporate Marketing Assistant to provide internal service and support to our sales and marketing team as well as the executive team.

Report directly to Kaylee Smith, VP of Sales and Marketing, Southern California

POSITION SUMMARY:

Provide marketing and office administrative support to the Southern California Sales and Marketing Team.

- Assist with event coordination for community and master plan events
- Provide onsite set up and support for community events and grand openings.
- Issue purchase orders for marketing needs
- Coordinate the delivery of marketing materials for new communities and ongoing communities
- Manage inventory of promotional items
- Manage supply orders
- Administrative work including filing and updating maps
- Data entry required for updating multiple tracking systems
- Perform web audits of third party sites to ensure accuracy
- Coordinate broker appreciation gifts and broker relationship activities

QUALIFICATIONS

- ~ Minimum College degree
- ~ Minimum one (1) year experience in marketing or administrative role preferred
- ~ Valid driver's license, auto insurance policy, and good driving record
- ~ Excellent communication skills, verbal and written, as well as strong organizational and interpersonal skills
- ~ Computer skills including advanced Microsoft Word and Microsoft Excel required
- ~ Must be able to meet deadlines while maintaining a professional attitude, deal effectively with confrontational situations and maintain objectivity with homeowners, fellow associates, and in all public relations events.
- ~ Requires resourcefulness, patience and clarity and strong organization skills

Travel requirements:

This position may require travel in the Southern California area.

Must be authorized to work in the United States.

This position is full time.