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# Example of Brokerage Coordinator Job Description

Our growing company is searching for experienced candidates for the position of brokerage coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for brokerage coordinator

* Utilizes office applications to collect, track, and analyze property/market data
* Collects, summarizes, and prepares reports of property and market information
* Basic transaction management knowledge
* Assist in the creation and/or editing of presentation materials including flyers, leasing proposals, qualifications booklets, case studies, email blasts, invitations
* Utilize standard marketing-approved templates and graphics while assisting in the creation of presentation materials, marketing collateral, (emails, maps, flyers, tour/pitch books)
* Create mass email campaigns via Eloqua, CRM
* Prepare contracts (leases, subleases, addendums, and sale contracts)
* Determine accurate tariff classification and value for U.S. Customs and Border Protection (CBP) entry and entry summary
* Determine the applicability of other government agencies'' requirements to import shipments and collect the necessary information to make proper declarations
* Coordinate additional billings and corrections to data, to correct CBP rejects, census warnings

## Qualifications for brokerage coordinator

* 5+ years in marketing and/or administrative support role, such as Assistant or Sr
* Minimum of 3+ years of prior administrative office experience
* Minimum of 3+ years of professional experience as an administrative assistant required
* InDesign experience preferred
* Experience with ACT and ESwift databases a plus
* Determine documents for presentation to CBP, retention in our file, and for distribution to our client or others