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# Example of Brokerage Coordinator Job Description

Our company is searching for experienced candidates for the position of brokerage coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for brokerage coordinator

* Become skilled in the use of our firm’s research, technology and marketing tools including (MNet-Offering, Salesforce, CoStar, LandVision, LexisNexis, MNet, MMweb, MapNet, VOIP, Advertising/Marketing/Branding Materials, WebEx, Constant Contact, Agent Profile Page Administration, Marketplace/Liaison)
* Manage expenses and submit for reimbursement
* Coordinates marketing, research, and financial analysis efforts, as it related to marketing packages
* Coordinate with organization of transaction documents, including confidentiality agreements, leases, contracts, listings, closing documents, , to ensure that all parties have copies of required documents
* Design marketing campaigns utilizing internal and external channels
* Plan, execute and track marketing results and return on investment
* Develop relationships with third party marketing vendors and technology providers
* Create and manage the team website
* Prepare team for industry events (regional and annual ICSC shows)
* Manage post-closing tombstone branding activities

## Qualifications for brokerage coordinator

* Ability to work in a fast paced environment with production and quality demands
* Enthusiastic leadership skills
* At least 1 year of Brokerage industry experience
* Your communications skills are very strong, both written and oral, and you have a knack for getting along with people at all levels of an organization
* You have an eagle-eye
* You thrive working in a team environment where you never know where your next assignment will lead