



Sales and Marketing Assistant

Garrette Custom Homes -- a growing Pacific NW homebuilder-- is looking for an enthusiastic, results-oriented **Sales and Marketing Assistant**. The position holder works closely with the Sales Manager to support Company goals. Our ideal candidate is personable, organized and shows initiative to achieve positive results. If you are a team player with outstanding communication skills and an eye for detail—we would like to hear from you!

This is a part-time position (approximately 20 – 30 hours per week) located in Tacoma, WA near the Tacoma Dome. We offer a competitive compensation package. This opportunity is available due to continued growth.

An ideal candidate enjoys a challenge and thrives on making positive contributions to Company goals while exemplifying our core values including: **Integrity, Respect, Teamwork, Accountability, Candor and Humility**.

Our Company culture is team-oriented, supportive and customer-centered. GCH employees take great pride in their work and have a genuine enthusiasm for seeing customers' dreams realized. To learn more, please see our website:

www.gchpugetsound.com

Responsibilities include:

- Support marketing efforts with content and coordination related to print (newspapers, magazines) websites, social media and signage
- Serve as a liaison with our Company Marketing Department in Vancouver, WA; attend weekly meetings remotely
- Provide updates to the Vancouver office including pricing, new homes/communities and lot flyers
- Update project calendars and provide marketing project updates to leadership team
- Coordinate, support and market grand openings, open houses, broker's open houses and VIP events
- Manage inventory of signage and other marketing materials including customer gift boxes
- Provide administrative support to sales including tracking and reporting on key metrics, updating MLS weekly, coordination with vendors and preparation of spec home binders
- Facilitate model home and spec staging
- Assist Sales Manager with other sales and marketing projects as requested

Desired Knowledge, Skills and Abilities:

- 0-2+ years' work experience in marketing, creative design, communication, administrative support or similar role
- Experience in real estate and/or residential construction industry is a plus—**but not required**
- Exceptional interpersonal and verbal/written communication skills
- Demonstrated organizational abilities; reliable, excellent follow through, demonstrated ability to meet deadlines
- Positive and approachable demeanor balanced with confidence and capability
- Strong work ethic
- Proficiency using computer software to include Microsoft Word, Excel and Outlook
- Experience with Adobe Creative Cloud is preferred but not required (Illustrator, InDesign, Photoshop)
- Familiarity with use of social media for business promotion is preferred—or experience using personal social media platforms

Successful completion of a pre-employment drug test and background check are steps in our hiring process.

For consideration, please forward:

1) A completed **Career History Form* (Application)** found at the following link:

https://pacificlifestylehomes.topgradingonline.com/job_openings/sales-and-marketing-assistant-tacoma?utm_campaign=direct_links&utm_medium=job-boards&utm_source=

***Note—to be considered, a Career History Form is required.**

2) **Upload your résumé and cover letter.**

If you have questions about the application process, inquire via email with our recruiter at: SMA@TJandassociates.com

We are proud to be an Equal Opportunity Employer.