

POSITION:
Copywriter

DEPARTMENT:
Marketing/Communications

COMPANY:
Newmark

LOCATION:
Boston, MA

JOB SUMMARY:

Under direct supervision, responsible for writing, proofreading and editing marketing materials related to capital markets sale assignments, new business pursuits and public relations initiatives.

ESSENTIAL DUTIES:

- Write copy and produce supporting content for marketing collateral including offering memoranda, proposals, presentations, email blasts, market overviews, case studies, professional profiles, press releases, broker-authored media articles, advertisements and award nominations
- Craft clear and compelling written materials across print, digital and multi-media platforms
- Analyze and summarize data from multiple sources in a clear and concise manner via text, spreadsheets and graphics created in Word, Excel and PowerPoint
- Determine style, technique and medium best suited for each project
- Proofread and edit written communications for proper spelling, grammar, tone and structure
- Ensure accuracy and clarity of final copy
- Maintain consistent style and quality for all written communications
- Ensure adherence to Newmark's writing and brand guidelines
- Collaborate with brokers, clients and research department to gather data
- Conduct independent research via industry resources and internet searches to gather data
- Implement feedback from various internal and external parties while retaining style and quality standards
- Collaborate with graphic designers and public relations department to effectively execute strategy
- Remain current with industry and market news and trends

SKILLS, EDUCATION AND EXPERIENCE:

- Bachelor's degree in marketing, communications, journalism, English, writing, research or related field
- Proficient in Microsoft Office suite (Word, Excel, PowerPoint)
- Detail oriented with excellent writing, editing, proofreading, communication and organizational skills
- Ability to analyze and summarize data from multiple sources, articulating complex concepts clearly and concisely through effective written and verbal communications
- Ability to handle multiple tasks in a fast-paced environment, balancing short-term, deadline-oriented assignments and long-term, ongoing projects
- Ability to work creatively and collaboratively in a team

TO APPLY/FOR MORE INFORMATION:

<https://cantor.referrals.selectminds.com/jobs/copywriter-7192>