Job opening

Mapping, Graphics, and Media Associate
Full-time position, open until filled
Salary: DOE
Requirements: expertise in Adobe Creative Suite, Microsoft Office Suite, and ArcGIS

Inquiries: send cover letter and resume to Tai J. Biesinger, taij@pentadproperties.com

Pentad Properties, Inc., is a boutique commercial real-estate brokerage in downtown Salt Lake City, with reach across the intermountain west. Our agents and brokers represent the most prominent tenants and landlords in the region with unmatched market knowledge and relationships. We use maps and graphic materials to communicate with clients the best possible placement for their businesses; thus, our maps and materials must be clear, professional, current, and creative.

Pentad uses a proprietary mapping software created specifically for the commercial real estate industry. We will initially train you on this software and coach you through orientation. As you become proficient, Pentad will shift responsibility for training, updates, and in-house mapping innovations to you.

Your key duties will require working with Pentad agents and brokers to:
• Create GIS-based maps of current and proposed locations for clients that include demographic information and competitor locations
• Create GIS-based void analyses to identify "holes" in a market
• Run demographic reports
• Self-start and self-educate on additional mapping and software capabilities and trends the Pentad team can use
• Learn the software completely and advise agents and brokers on the best way to accurately and precisely convey their mapping information to clients
• Create detailed aerial maps with retailer identification, traffic counts, landmark identifications, etc.
• Create and maintain property listing flyers
• Create tenant representation packages and tour books
• Create and maintain agent marketing materials and biographies

Additionally, you will work with Pentad’s management team to maintain a strong and current web presence through the careful use of Pentad’s website, LoopNet listings, email marketing lists, and any social media innovations deemed relevant to the company and industry.