

JLL
Position: Marketing & Business Development Coordinator
www.jll.com
Chicago, IL

We're JLL—a leading professional services and investment management firm specializing in real estate. We shape the future of real estate for a better world by using the most advanced technology to create rewarding opportunities, amazing spaces and sustainable real estate solutions for our clients, our people and our communities. As a Fortune 500 company, we help real estate owners, occupiers and investors achieve their business ambitions. We have operations in over 80 countries and a global workforce of over 92,000 individuals. We believe a diverse and inclusive culture is one where everyone succeeds. That's why we're committed to creating an environment where we all feel welcomed, valued and empowered to achieve our full potential.

Confidence can sometimes hold us back from applying for a job. But we'll let you in on a secret- there's no such thing as a "perfect" candidate. JLL is a place where everyone can grow no matter how they identify or what background they bring with them. If you're a leader of any level or experience and this job description resonates with you, let's talk.

Sales Enablement Coordinator

What This Job Involves-

The Marketing and Business Development Coordinator contributes to the local business pursuit strategy in the development and execution of business development and sales enablement activities. This role provides strategic advice where required and helps to refine and improve materials and processes.

Responsibilities-

- Contributes to execution of proposal strategy by generating customized, quality pitches, proposals, RFP responses and client/prospect presentations for new business pursuits and renewals.
- Responsible for creation and maintenance of data relevant to new business pursuits. Performs analysis on gathered data and provides insights and summaries relevant to potential clients and industries.
- One-off client specific deliverables including property marketing.
- Using knowledge of the market and competitors, identify and develop the company's unique selling propositions and differentiators.
- Arrange and participate in internal debriefs.

Sound like you? To apply, you need-

- Bachelor's degree, preferably in Business, Journalism, Graphic Design, Communications, or Marketing
- 2+ years of related experience, real estate experience a plus
- Experience business development, pitches, and proposals
- Strong creative skills and knowledge of graphic design
- Skilled in Microsoft Office applications (Word, PowerPoint, Excel), and Adobe InDesign, Illustrator, and Photoshop
- Technologically savvy
- Strong writing, editing and proofreading skills
- Strong verbal communication skills
- Excellent organizational skills and attention to detail
- Understanding of and commitment to client service