

## **Brookfield Properties**

*Brookfield Properties, one of Brookfield's primary businesses, is a leading global investor in real estate, owning and operating an irreplaceable portfolio of iconic properties located in the world's most dynamic markets. Our real estate portfolio spans multiple asset classes, including office, retail, multifamily, industrial, hospitality, self-storage and student housing in North America, South America, Europe and Asia. Across our public and private investment vehicles, we generate superior returns by focusing on real estate fundamentals – leasing, financing, development, construction, and property and facilities management. Brookfield Property Partners is publicly listed on the NYSE (BPY) and, TSX (BPY.UN).*

### **Position Summary**

Brookfield Properties Logistics in New Jersey is seeking a Marketing & Office Operations Manager to support multiple executives and their teams. The ideal candidate will be detail oriented, proactive and able to work independently. The ability to interact with staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining positive, flexible, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Marketing & Office Operations Manager roles within Brookfield are subject to change and require flexibility as will be required to support other groups and actively look for tasks when time warrants. This position will report to the Manager of Portfolio Management for U.S. Logistics.

### **General Duties**

- Responsible for substantial calendar management in Outlook, requiring interaction with both internal and external executives and assistants globally, to coordinate a variety of complex meetings with attention to different time zones
- Create and modify PowerPoint presentations (i.e. Marketing Materials etc.) including the incorporation and formatting of charts, graphs and images. Attention to formatting and a critical eye are required to review formatting, proofing, etc.
- Accurately create, format and maintain detailed Excel reports and Word documents utilizing advanced technical skills
- Manage Marketing flyers, site plans, legal docs, etc. on shared drive or document management system
- Organize travel arrangements as required and update executives' calendar with details
- Balance conflicting priorities to manage workflow, ensure the completion of essential projects, and meet critical deadlines
- Utilize analytical skills and a broad understanding of the business to effectively interpret and anticipate the needs of the team and proactively bring together appropriate people and resources to support the team in addressing issues
- Work effectively without constant and direct supervision or guidance
- Promptly respond to requests with accuracy and a courteous demeanor
- Manage email filing and document preparation for internal and external meetings
- Additional administrative tasks including mail, copying and binding, office supplies ordering, submitting and processing of invoices, and expense reporting
- Provides administrative support to other groups when time warrants, during absences, etc.
- Assist in BP Logistics Social Media blast

### **Qualifications & Requirements**

- 3-5 years' experience supporting at the executive level
- Demonstrated ability to handle confidential information appropriately
- Highly proficient in MS Office, including Word, Excel, PowerPoint and Outlook (create and/or update PowerPoint presentations and create mail merges with numerous recipients)
- Experience with Concur and InDesign program is a plus
- Extremely organized, ability to anticipate requests and be proactive
- Attention to detail
- Excellent written and verbal communication skills
- Ability to stay focused, efficient, and effective in managing multiple priorities
- Strong interpersonal skills and good judgment
- Ability to communicate effectively with all levels of employees, including senior executives and outside contacts
- Team player - provide support to other groups when time warrants, during absences, holidays etc.
- A Notary Public of NJ is preferred
- Overtime as required