

Team Coordinator – Costa Mesa, CA

The Firm-McCarthy Cook & Co.

McCarthy Cook & Co. is a privately held commercial real estate investor and manager with offices in Orange County, Los Angeles, and San Francisco. We are a passionate and collaborative team of disciplined real estate investors in a vertically integrated real estate operating company. We invest in, vision and manage great work environments focused on creative office campuses, mixed-use office and life-science investments.

With a 25-year track record involving \$5.6 billion of investment transactions, we bring a special blend of entrepreneurial zeal and institutional capabilities. As a collaborative team, McCarthy Cook offers opportunity for personal and professional growth for enterprising, self-starting teammates. MCC currently owns 3 million sq. ft. of assets in the western U.S. and partners with premier institutional investors such as Prudential, Northwestern Mutual, JPMorgan, Morgan Stanley, Northwood Investors, Alliance Bernstein and Blackstone.

The Opportunity

Join the McCarthy Cook Team as Team Coordinator (a professional, non-exempt, bonus potential position) working directly with the senior management team in our Costa Mesa headquarters office. If you possess excellent communication, strong relationship and creative skills with the ability to multi-task, manage deadlines and think proactively, you are an ideal candidate. If you like to work collaboratively as a team player while taking ownership of assignments, pride in a job well done and pitch in whenever and wherever needed to support the Team, you are a fit for McCarthy Cook.

The Responsibilities

- Manage the Brand: Work closely with MCC's Creative Marketing Director and senior executives in building the MCC brand, our service model and messaging to the public.
- Manage the Media: Develop and coordinate with other teammates marketing methods including print ads, networking, internet, social media, and develop new methods of marketing. Experience in a Hootsuite is a plus.
- Manage the Relationships: Manage the MCC Preferred Partner Program which features co-branding opportunities and national discounts from leading firms such as Tesla, Human Scale, Mohawk, Daltile and Armstrong offered to our customers (the tenants).
- Manage the Vision: Work closely with the McCarthy Cook Co-Presidents and Director of Construction and Development in addition to design and architectural firms to execute newly re-imagined spaces at MCC properties
- Manage Key Communications: Whether by phone or email, manage the crucial interaction with teammates, investment partners, brokers, customers, etc. You will be the gatekeeper and collaborator for the firm.
- Manage the Messaging: Manage and improve the McCarthy Cook mailing list for direct mail & email campaigns.
- Manage the Calendar: Daily management of the OC Office including team scheduling. Maintain key calendars including travel plans, meetings, events & charitable endeavors and professional organizations.
- Manage the Events: Vision, coordinate and attend company retreats/meetings/events and register colleagues for events and coordinate company attendance at industry functions.
- Manage the Spend: Responsible office supplies, FedEx, mail and Monthly expense reports.

What You Bring

- A self-starter with strong organizational skills and a sunshine spirit.
- A team player with an 'ownership mentality' who takes responsibility and is a perfectionist within reason with keen attention to detail.
- An exceptional writer with a creative, marketing-oriented mindset.
- An accomplished and computer savvy person well versed in Microsoft Office.
- A background in design, architecture, and/or marketing is a plus.
- A college degree to put all the good things you learned to good use in a team environment!

McCarthy Cook & Co. offers competitive compensation including salary, bonus and medical insurance package and the benefit of working with a great team! McCarthy Cook & Co. is an Equal Opportunity Employer and an inspired place to work.

