

Team Coordinator, McCarthy Cook & Co.

The Firm-McCarthy Cook & Co.

McCarthy Cook & Co. is a privately held commercial real estate investor with offices in Orange County, Los Angeles, and San Francisco. We are a passionate and collaborative team of disciplined real estate investors with an integrated real estate operating team that invests in, envisions and manages great work environments focused on experimental office campuses and mixed-use developments. We bring a special blend of entrepreneurial zeal and institutional capabilities to our investment underwriting, leasing, property management, development and construction management. We build exceptional relationships with our institutional partners and tenants. Every day is a new opportunity. We create opportunities for personal and professional growth for enterprising, self-starting teammates. McCarthy Cook owns and manages over three million square feet of Class A office and mixed-use assets. In joint venture with prestigious institutional investors such as Prudential, JPMorgan, Morgan Stanley, Northwestern Mutual and Blackstone.

The Opportunity

Join the McCarthy Cook Team as Team Coordinator (a professional, non-exempt, bonus potential position) working directly with the Co-Presidents, COO/CFO, and 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 think creatively and like to work outside of the box we encourage you to apply! 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.

Prime responsibilities working collaboratively with the McCarthy Cook corporate team are:

- Manage the Brand: Work closely with McCarthy Cook's Creative Marketing Director and senior executives in building the McCarthy Cook 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 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 both Co-Presidents' calendars including travel plans, meetings, events & charitable endeavors and professional organizations.
- 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 the Events: Coordinate and attend company parties/meetings/events and register colleagues for events and coordinate company attendance at industry functions.
- Manage the Supplies & Resources: Responsible for all office supply ordering, FedEx, mail & general office upkeep.
- Manage the Spend: Monthly expense reports.

Personal Attributes, Skills and Experience Sought

- 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.