Position: Full-Time GIS Professional / Administrative Assistant  
Income: DOE; Excellent Benefits Package

Primary Responsibilities:
- Create detailed marketing collateral for a series of projects as directed using various GIS platforms
- Database management, research, and acquisition
- Run and interpret demographic reports
- Manage and execute projects in a proficient manner
- Ability to perform and focus on laborious detailed-oriented tasks
- Contribute to a team effort by fostering a spirit of cooperation
- Be willing to learn and perform other skills as needed

Qualifications:
- Bachelor’s degree in GIS, Urban Planning, or other qualified field (experience may substitute for education)
- Experience with GIS applications (ESRI, MapInfo)
- Working knowledge of Adobe products a plus (Photoshop, InDesign, Illustrator)
- Must exhibit creative problem-solving skills
- Strong interpersonal skills and experience working in a team environment
- Ability to work under pressure and meet deadlines
- Self-Starter must demonstrate time-management and organizations skills
- Reliable and trustworthy

About Phoenix Commercial Advisors
Phoenix Commercial Advisors is a commercial real estate services company based in Phoenix, Arizona. We specialize in retail commercial brokerage in metropolitan Phoenix, Tucson and surrounding Arizona communities. We provide leasing, tenant representation (Starbucks, Chick-fil-A, Sprouts, and Mod Pizza just to name a few), development, investment and redevelopment services to local and national retailers and property investors.

Please submit resume and all inquiries to Manager at manager@pcaemail.com

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