



SHOW FLAT MARKETING ASSISTANT – Fixed Term Contract

CRM Students Limited is looking to recruit a part- time Show Flat Marketing Assistant on a Fixed Term Contract for 3 months for a brand new purpose-built student accommodation.

The role will involve working 25 hours per week (various shifts- 5 hours per day Monday to Friday and weekend as required) supporting the marketing of this development.

CRM is a fast growing property management company with multiple sites throughout the UK. We promote a caring and involved relationship with our student customers, and we provide a warm, welcoming and exciting place to live.

The successful applicant must enjoy developing a professional but personal relationship with our student customers, parents, universities and our clients.

The varied role includes:

- Undertaking viewings of the show flat
- Marketing activities and promotion of the site
- General reception and administration duties
- Answering incoming calls and following-up potential sales
- Liaising with head office to confirm number of viewings and bookings
- Answering enquiries and recording data
- Providing potential students with useful information on the local area

Applicants should be:

- Able to sell
- Trustworthy and reliable
- Able to work on own initiative or as part of a team
- Self-motivated with good communication skills
- Customer-focussed and computer literate
- Outgoing with a good sense of humour and the ability to apply common sense
- Knowledgeable of issues affecting students
- Sensitive to and understand students needs
- Able to organise and meet deadlines and targets

Reward package:

- Childcare voucher scheme
- 20 days holiday (increasing for length of service)
- Life assurance scheme

Closing Date: 13/02/2017