



SECTION 1: JOB DESCRIPTION

Job Title: Sales and Marketing Assistant (6 months FTC)	
Department: Operations	Location: Cardiff
Direct Reports: None	Reports To: Accommodation Manager

Key Purpose of the role

CRM Students Limited is the UK's leading independent manager of student accommodation with multiple sites throughout the UK and also manages residential facilities for corporate clients.

CRM Students Limited promote a caring and involved relationship with our student customers. 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.

Key Tasks

- Undertaking viewings of the show flat
- General reception and administration duties
- Answering incoming calls and following-up potential sales
- Liaising with head office to confirm number of viewings and bookings
- Forwarding application forms to interested students
- Providing potential students with useful information on the local area
- Daily update of the site Social Medias (Face book- Twitter- Instagram)
- Assisting in writing reports and analysis data
- Able to create, organize and manage events on site during the academic year
- Make sure Health & Safety requirements are meet on site.

SECTION 2: KNOWLEDGE AND SKILLS

Knowledge and Skills

- 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-focused 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
- Good knowledge in using social medias

This job description list is not exhaustive and may alter in light of the changing needs of our clients. You may be required to undertake other duties from time to time as the company may reasonably require.

Closing Date: 12th January 2017
Interview Date: TBC