

Sales Administrator

Salary: on application, DOE.

Full time, office based role.

Working Monday to Friday 10 to 6pm

City Rooms is London's most prominent provider of co-living accommodation. For over 15 years, we have provided thousands upon thousands of Londoners with the very best value accommodation that the city has to offer. Today, we are looking to build on our customer centric approach, with the addition of a dynamic and skilled Administrator to provide on-going support to our high energy sales team.

Responsibilities:

- Registering brand new enquiries, both over the telephone and electronically.
- Uploading Marketing details to our website and lettings platforms
- Accurately recording and processing new customer information.
- Assisting our customers to promptly and successfully submit their reference information, both over the telephone and electronically
- Assisting the department with the collection, management and analysis of key sales performance data.
- Assisting the sales team to successfully manage the key inventory.
- Assisting the sales team with the update, smooth running and organisation of their diaries

Skills required:

- You have a love of people and your professionalism, organisation and commitment to providing the best possible service to our clients will mirror and enhance our existing core values.
- You have Excellent English and are a brilliant communicator
- A team player but also has the ability to work under your own initiative.

We offer our employee the following:

Fresh fruit each day Regular eye tests

1 day off on your birthday 1 wellness day off per year

Benefits Discount scheme; shops, holidays, restaurants, access to GP & counselling service

Additional holiday and SSP top up, accrued with length of service

Summer and Winter annual party, other company events.

Shutdown between Christmas & New Year