



Sales and Marketing Administrator

Fairgrove Homes, Ilkeston, DE7 8DH.

Salary: £18,000 - £22,000 per year (dependent on experience).

Full-time, permanent.

Ilkeston-based housebuilder Fairgrove Homes is looking for a bright and enthusiastic Sales and Marketing Administrator to join its growing team.

The successful candidate must possess a friendly, enthusiastic and patient personality and be able to work alone or as part of a busy sales and marketing team. You must be organised, accurate and punctual, possess a keen eye for detail, be able to proofread and have an eye for design. Confidence and proficiency in the use of social media for marketing purposes is essential, as is a polite and confident telephone manner.

In addition, you must be able to demonstrate a proven track record and genuine office administrative experience, as well as intermediate level skills (minimum) in the use of Microsoft office, excel, powerpoint and word.

You will be directly responsible for the administration of new home reservations and for providing administrative support to the Sales Advisors, Customer Relationship Manager and Sales and Marketing Manager.

Marketing administration will include writing property advertisements, updating online new homes sales portals such as Rightmove and Zoopla, updating and administering the Fairgrove Homes website and dealing with direct sales enquiries.

No two days will be the same in this fast-paced role, therefore your ability to be flexible and adaptable to new or demanding situations is essential. You may from time to time be asked to provide cover for our sales advisors - so some weekend working will be required.

Required experience:

- Office Administration (5 years)
- Marketing Administration (2 years)

Required education:

- 5 GCSEs, grade A-C or equivalent including English Language & Mathematics

Closing date for applications is Friday 15th February 2019.