

The Green House Sales & Viewings Coordinator (Temp) – Job Description

Salary:	£25,000 a year, depending on skills and experience
Contract:	Temp position for 3 month duration with possibility to extend to 6 months - TBC
Working Hours:	37.5 hours per week, Monday to Friday
Location:	The Green House, 244-254 Cambridge Heath Road, Bethnal Green, London E2 9DA
Closing date:	9am Monday 14th January 2019
Interview Dates:	Week commencing 21 st January 2019

Overview of the role

This is a new role, and we are looking for a resourceful and enthusiastic person to work with us, as part of our Sales and Development Team. This role is based at our new building, The Green House in Bethnal Green, and will be responsible for handling enquiries for office space, showing people around the building and liaising with the Sales Team at Head Office to generate new enquiries.

This role is important in securing the right types of tenants for our premises, in order to help them change the world for the better. Working with the Sales and Development Manager (line manager for this position), you will be identifying new networks and contacts to help promote our centres to fantastic, worthy and inspiring charities and social businesses.

A typical day might look like...

You'll come into the office at our lovely new building, and pick up any enquiries or messages that came in overnight. You will then start the day with a list of enquiries to recontact with updates of what space is available to try to arrange viewings. If there aren't any enquiries, this won't faze you – as a motivated self-starter, you take an active approach to the role and you will find new prospects and set about contacting them.

You will show prospective tenants around the available offices – listening to their particular requirements, and noting down those questions to which you don't know the answer, because sometimes you'll deal with an enquiry that doesn't fit the normal, run-of-the-mill process and so you'll talk with your friendly colleagues, either in the Green House office or Head Office, to find an answer.

Phone calls and emails will come throughout the day, and you will respond to these with charm and speed, and ensure that the details are carefully logged in the database, so that other colleagues can clearly understand the progress of each enquiry.

The Ethical Property Company

Ethical Property is one of the UK's leading social businesses. We aim to ensure that commercial property supports the creation of a better world, through the provision of office and meeting space to charities and voluntary groups, retail space that supports small businesses and social enterprises, and workshops for organisations in creative and cottage industries.

The Green House is Ethical Property's flagship building: our most ambitious in size, with the best EPC rating and designed with environmental performance in mind, where twice as many organisations as our next largest building can meet, network and perform their valuable work making the world a better place.

Our commitment

We are serious about the commitment we make to our employees in providing an enjoyable, relaxed and productive working environment. Equally, we expect our employees to be serious about the commitment they make to the company, and their colleagues.

Job specification

The post holder will be primarily responsible for:

- Responding to and generating enquiries for office space at The Green House
 - Handling walk ins
 - Phone enquiries
 - Email enquiries
- Arranging and conducting viewings of the available space;
- Ensuring accurate records of space enquiries are maintained on our central database system;
- Maintaining regular communication with enquirers until space is found to meet their needs;
- Posting regular online adverts to promote our space.

Additionally, the post holder may be asked to participate in:

- Identifying new advertising opportunities, and working with paid-for and free advertisers to increase enquiries for our vacant space;
- Supporting the delivery of our marketing and social media strategy: this includes contributing to our twitter accounts, LinkedIn pages, blogs and websites;
- Working with the Sales and Development Manager to evaluate and improve our internal procedures for managing sales;
- Providing information useful for research into the needs of potential customers and trends within the property market, and for internal reports;
- Provide general administrative support to the team including data entry and database management as well as responding to general enquiries.

Other responsibilities:

- Working within the company's procedures and policies;
- Working to improve the services we provide to tenants;
- Working to improve the company's social and environmental objectives;
- Covering for other members of the team in times of annual leave or training, etc.;
- Other duties commensurate with the post;
- Attending company-wide events, such as training sessions.

Person specification

You will be able to demonstrate that:

- You have excellent communication skills, and are able to communicate effectively with a diverse range of audiences;
- You are proficient at prioritising and managing your work load;
- You value accuracy and attention to detail and are well organised;
- You have a strong sense of ethics and understanding of the community and voluntary sectors;
- You are willing to undertake routine tasks, as well as more interesting project-work;
- You are able to use your initiative at work;
- That you are enthusiastic about the company;
- You have a good understanding of Microsoft Office and have worked with databases.

It would be great if you had experience of working in a sales or fundraising role, but this is not essential for the right candidate.

Applications

Visit our website <http://www.ethicalproperty.co.uk/careers.php>, please send an updated

CV & Covering Letter outlining your motivation for the role and how your skills and experience meet the job description for consideration.