



Administration and Marketing Intern

REF. NO. 1230

About us

We are passionate property specialists offering one of the most comprehensive letting and management service in Brixton's Property market. Firstly established to provide accommodation for King's College Hospital Staff only, but with time and constant recommendation from our clients our database has grown and we have become a successful and most recommended estate agents not only within NHS clientele but also within the Brixton community and surrounding areas. We are also working with business cooperates, providing professional tenants looking for long term rentals.

Number of employees

4

Tasks

- Collect quantitative and qualitative data from marketing campaigns
- Perform market analysis and research on competition
- Support the marketing team in daily administrative tasks
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail and web)
- Prepare promotional presentations
- Help distribute marketing materials
- Manage and update company database and customer relationship management systems (CRM)
- Help organize marketing events

Skills needed

- Strong desire to learn along with professional drive
- Solid understanding of different marketing techniques
- Good verbal and written communication skills
- Excellent knowledge of MS Office
- Familiarity with marketing computer software and online applications (e.g.

PRAKTIKUM IN LONDON



CRM tools, Online analytics and Google Adwords)

- Passion for the marketing industry and its best practices

Skills to be acquired

You will have administrative duties in developing and implementing marketing strategies and work closely with our Branch Manager and advertising team in all stages of marketing campaigns. Your insightful contribution will help develop, expand and maintain our marketing channels. This internship will help you acquire marketing skills and provide you with knowledge of various marketing strategies. Ultimately, you will gain broad experience in marketing and should be prepared to enter any fast-paced work environment.

Duration of the internship

3 months minimum

Office languages

English

Location

Brixton, London

Financial support

- Monthly Oyster card
- Commission each client find of £100

Office hours

Monday-Friday 9am-5pm, 1 hour lunch break