



## UNLOCKING ASPIRATIONS THROUGH AFFORDABLE HOUSING

### LETTINGS & MARKETING – INTERNSHIP PROGRAMME

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#### ROLE SUMMARY

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LOWE are the leading independent property guardian company who specialise in providing property owners with a professional, efficient and low-cost solution to the issues arising from vacant buildings. In turn, we provide quality, inspiring and affordable accommodation for London's young professionals, keyworkers and creatives. We have a desire to do things differently and disrupt the property guardian market for the better.

We are looking for a new Lettings & Marketing Intern to join our growing guardian services team, as part of our new graduate internship programme. You must be highly driven, enthusiastic and organised, with exceptional people skills and the ability to manage a large volume of enquiries, viewings and marketing responsibilities in order to maximise guardian occupancy levels across our portfolio of properties in London and the South East. This is a fantastic opportunity for a recent graduate or new starter to work within a growing team and be part of a social impact property business with ambitious plans for the future.

#### KEY RESPONSIBILITIES

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- Selling prospective guardians into our portfolio of LOWE properties across London and the South East through property viewings, to maximise revenues and occupancy levels
- Developing and implementing sales strategies to attract prospective guardians to new and existing LOWE properties
- Producing sales and marketing content for new properties to be used across all platforms
- Ensuring the website vacancy page is up-to-date with latest property vacancies
- Carrying out property viewings on behalf of our Lettings Manager, whilst acting as a brand ambassador for LOWE, expressing the benefits on offer to prospective guardians. Following up with potential guardians post viewing and completing viewing feedback forms
- Managing mailing list and sending viewing mailers to promote our latest vacancies

#### ROLE PROFILE

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- Self-motivated, driven individual who is willing to push themselves to achieve results and increase revenues for the business
- Excellent customer service, communication and organisational skills
- Comfortable working in a dynamic, evolving and target driven environment
- Positive, outgoing and enthusiastic to do a high-quality job at all times
- Forward thinking with a strong and confident personality
- Ability to work professionally and calmly under pressure, prioritising workload and efficiently managing diary and time sheets
- Enthusiasm for identifying and embracing new ways of working and good practice

## BENEFITS

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- Competitive monthly remuneration and full time role opportunities on offer across all departments at LOWE, following successful completion of introductory internship programme
- Progression opportunities supported by a structured training plan
- A dynamic, fun and vibrant working environment
- Pro rata annual leave included (+ birthday day off)
- Regular social events and team outings