

## **Commercial Lettings, Marketing & Social Media Associate**

Reporting to the Property Director it would be an advantage if the successful candidate had previous experience working in a residential or commercial property letting environment and should be capable of preparing letting particulars, conducting viewings, drafting heads of terms as well as coordinating the marketing campaign, creative solutions to reconfigure, improve access, change of use etc. making this role much more than just doing viewings and recording enquiries.

TEM specialises in finding new and creative uses for properties and therefore joining together our growing database of businesses needing premises and locations that may not be obvious but could suit their needs. Innovate extroverts only for this role please!

Being close to the market and communicating the exceptional things TEM delivers day-in, day-out is essential. There is a great story to tell but the right skills are needed to communicate this widely to the right audiences. This role requires you to truly embed yourself in the team and the market place, understanding what is required and being creative in knowing where TEM's marketing efforts are best placed. Organising innovative and successful campaigns, be these traditional or using the latest in social media. Maintaining eye catching content and case studies on the website and ensuring best efforts for SEO. Distribution of a regular interesting and informative newsletter by email. Creating a good network of external contacts in the property agent and publications worlds. Whilst TEM benefit from external communications and design support, finding ways of reducing external work and getting better value is a key part of this role.

All roles at TEM offer the opportunity for commercial exposure and to be part of the business and not merely support staff, all team members are required to have a 'roll your sleeves up' approach. Each role will include elements of most of the below as each member of the team will need to be able to provide cover at times of absence.

- Excellent knowledge of Microsoft word and ability to lay out documents and letters
- Corresponding using email and tight management of own email account
- Extensive and accurate use of Microsoft Excel, maintaining databases and using formulas
- Good knowledge of Microsoft PowerPoint to prepare property particulars and presentations
- Ability and enthusiasm to learn and operate any relevant software the TEM use
- Supporting the property team booking contractors, organising site visits, credit chasing, keeping compliance records up to date, preparing service charge budgets
- Supporting the lettings team in the preparation of letting particulars and arranging viewings
- Supporting the events and filming manager
- Compiling research and solutions using the internet, telephone, libraries and contacts
- Any other reasonable duties

The list of tasks is not exhaustive and will develop in accordance with the demands of the business and our growing client base.