



**SAINT LOUIS  
UNIVERSITY**  
MADRID



## Company Description

SPOTAHOME is looking for an ambitious and hands-on proactive person who is able to work within a team, under pressure as well as who is able to quickly take responsibility for reaching Spotahome's goals.

The successful candidate will work in and support the European Regions in order to build and maintain relationships with our existing and new customers, train landlords in their online interface, overview the booking process and help to maintain our landlord database.

If you consider yourself to be a communicative person who likes helping others, is easy in sales processes and excited about changing an industry, this is your chance!

## Position

The Sales Administrator will provide essential support to the European Sales Team. This important position contributes to assure and improve the quality of the account management and bookings processes and has a big impact on the achievement of Spotahome's targets.

This position is designed to keep a close working line between the Sales Team, the Bookings Team, the Regional Manager and the Functional Manager.

Sales Admin is responsible for the maintaining Land Lord availability calendars, contacting and updating account details, the correct maintenance of the account database and the support for the Account managers. He/she will directly report to the Functional Manager.

The main goal of this role is to provide a communication channel for Land Lords to insure that the correct availability and bookings process is followed.

### TASKS & GOALS

Main tasks:

Outbound calls to existing accounts to update account details.

Recording the correct account data for availability and pricing.

Checking the accuracy of the account details.

Outbound Quality control by phone call

Bookings and calendar updates

Availabilities management

Photo Session Confirmation

Supply channels analysis

CRM maintenance

Main goals:

Ensure 90% of all accounts details are accurate and in sync with personal calendars.

Maintenance of the Regional lead database

Support the Sales Team

## Requirements

### REQUIREMENTS AND PROFILE

Bachelor's degree or equivalent in any field related to Marketing, Business, Economics, Media or Communication.

At least 18 years old.

Languages; Native/Bilingual French, Spanish, German, or Italian speaker and advanced (B2 - C1) level in English. Other languages are a huge plus

Pay attention to details.

Able to make an agreement with the university.

Being creative and EAGER to contribute with any ideas you may come up with to add value

**To apply, send your resume to [bolsatrabajo-madrid@slu.edu](mailto:bolsatrabajo-madrid@slu.edu)**

<http://slu.edu/madrid>

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## Other information

### BENEFITS

Gain sales and business development experience

A REAL POSSIBILITY to stay in the company after your internship period based on milestones achievement, goals execution and company's needs.

Develop a highly entrepreneurial position, obtaining a very global point of view.

Be in daily contact with other commercial departments within the Company.

600 € gross/ month + gym co-payment