

****NEW JOB**** A real estate firm based in Notting Hill is seeking a Marketing Assistant. Paying up to £26,000. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job Title: Marketing Assistant

Location: Notting Hill

Salary: Up to £26,000

Research Duties:

- Research the monthly data feed from the Land Registry on sold properties in our areas – check data feed, gather information from the EPC, Lonres and Rightmove, save it on a Word Document, record on database and sort by postcode on our Shared drive
- Assist with Market Appraisal reports for clients, use the data from the database combined with Sales Comparables, approximate value and multiplier calculations to achieve an estimate for the value of a property.
- Marketing: use competitor website scrapes to identify the addresses of new listings on the market whilst using Land Registry to retrieve owner details for point of contact. Record these details on database and on an Excel spreadsheet, when a letter is ready for posting, create a mail merge on a Word Document using the list on the Excel spreadsheet

Marketing Duties:

- Book photos and floor plans for new instructions.
- Create e-brochures.
- Assist in creating magazine advertisements and liaise with designers and publishers regarding deadlines and distribution.
- Create marketing flyers and mail-outs, liaise with the printers and organise distribution.
- Assist with marketing campaigns.

Administration Duties:

- Assist with the smooth running of the office and general office duties.
- Stock take and order stationary when required.
- Compliance checks.
- Record staff attendance inc. Holidays, Sickness and Absence.