



Platforms Specialist

About us

UnderTheDoormat Group is an award-winning prop-tech company, and our London home accommodation business is one of the leading companies in our sector. We help property owners, portfolio owners and property companies generate higher income through the short term rental industry as well as providing hotel-quality stays for our guests in the comfort of a home.

This is an opportunity to join an exciting, technology-led business with a high energy team who work closely on delivering an excellent customer experience. You will have the chance to learn new skills, be involved in significant projects and make an impact on many different areas of the company.

We are looking for bright and ambitious people to help continue to grow the business. Applicants should be adaptable, flexible and proactive in developing their own skills and capabilities. We celebrate leaders at every level of the business who demonstrate independence in their work while contributing to the culture and broader environment of the UnderTheDoormat team.

About the role

The Platforms Specialist will be part of the team responsible for growing our B2B SaaS product, Hospiria. Hospiria drives superior income and occupancy for our partners by marketing their properties across an exclusive combination of more than 40 platforms. We partner with property companies and managers who can provide quality hospitality, but not distribution and offer a B2B SaaS solution that gives them a ready-made platform so they can focus on hosting their guests. We are looking for a genuine self-starter who has the ability, potential, and a thirst to learn and grow as the company does. The role would best suit someone who is practical and hands-on, who wants to dive in, make an impact on our businesses, and establish a career for themselves in a scale-up environment.

Responsibilities

The Platforms Specialist will play a key role in ensuring the efficiency and quality of our platform presence and data analysis. Specifically,

- **Platform Listings** – Ensuring that all listings are to the highest quality (photography and descriptions), including 100% accuracy across the portfolio
- **Onboarding** – Overseeing all areas of the platform-related elements of the property onboarding process for both UnderTheDoormat and Hospiria partners
- **New listing features** – Knowledge of the latest developments introduced by our online booking partners with recommendations on how to implement them most effectively
- **Standard operating procedures** – Ensuring all processes relating to our internal and external system platforms are documented, up to date and accurate
- **Information accuracy** – Auditing the portfolio on Hospiria to ensure all relevant information and details are stored correctly



- **Reporting** – Prepare monthly reports to present to the broader team and ad hoc reports for the leadership team
- **Continuous improvement** – Proactively identify improvements beneficial to our processes and the UnderTheDoormat Team and be part of the delivery of any initiatives implemented
- **Customer data excellence** – Understand our data deeply, be able to report on trends and related solutions and maintain our data accurately on all our systems
- **Personal development** – Participate in any personal development and training that is identified to help you carry out your role more effectively, as well as delivering any team training within your areas of expertise as and when required
- **Values and Behaviours** – Uphold, safeguard and promote our values and behaviours at all times
- **Policies and procedures** – Have good working knowledge of our policies and procedures and ensure yourself and your team work within them at all times
- **Legal and regulatory** – Maintain records in line with current legislation, in particular GDPR, AML and Health and Safety

What we are looking for

As a young company, you will have the freedom to drive continuous improvements in how we operate – and we genuinely want you to drive improvements and take the lead, not just take direction.

Applicants should be adaptable, flexible and proactive in developing their own skills and capabilities.

You should love the idea of supporting a team while also being able to work independently. As a small business you will also have a key role to play as a team member in helping us ensure all our customers have a positive and seamless experience.

You must enjoy interacting with customers and partners, demonstrate excellent attention to detail, and be able to multi-task. You will often be the face (digitally, written, and in person) of the company and must be comfortable and confident in this role.

Specifically;

- Experience within travel and hospitality or the property and real estate businesses
- Comfortable with systems, technology and behaviours to successfully manage issue resolutions
- Someone who thrives under pressure and with constantly changing dynamics
- A people person who thrives on working with others and loves building personal connections that drive growth
- Someone who is organised and detail orientated
- Someone who has strong written, verbal and interpersonal skills who's energetic and focused
- Someone who has a strong desire to expand and acquire new skills

What we offer

- An exciting and fast-paced environment with lots of development and growth opportunities
- Friendly team and regular socials together



- Support from a mentor on how to grow your future career
- Informal ongoing development and training on key business skills, such as project management
- 25 days holiday plus the flexibility to buy or sell 5 days
- Flexible and remote working options (including sabbaticals)
- Discretionary bonus scheme
- Cycle to Work Scheme
- Discounts for you and your family and friends on our homes
- Rewards for introducing new customers and team members

Our business is going places and we want you to as well. If you're interested in playing a key role in our team, please get in touch at team@underthedoormat.com