

JOB DESCRIPTION

Sales and marketing internship (3 - 12 months)

About us

UnderTheDoormat is a professional home-stay company. We provide guests with the comfort of a home and professional service of a hotel and offer homeowners an effortless way to earn extra income while they are away. We are four years old and are growing fast. We are looking for ambitious and experienced people to lead the growth of the business both in London and internationally.

About the role

We currently have a 3-12 month internship available within our Sales & Marketing Team. The Intern will play a key role within the team especially building our content and collateral, assisting with campaigns, PR execution, engagement, brand building and researching relevant events and conferences within the sector. We are looking for a genuine self-starter who has ability, potential, and a thirst to learn and grow as the company does.

Contract: fixed-term contract (with 3 month probation period)

Salary: National Minimum Wage (currently £7.38 per hour, increasing to £7.70 in April 2019)

Hours: 9am – 6pm Monday - Friday

Responsibilities:

PR & Marketing responsibilities include:

- Assisting with the content on our new website and all of our materials
- Playing a leading role in building marketing campaigns and promotions, including cross promotions, partnerships with other companies, and supporting our digital marketing team
- Selling us in for events and creating and hosting our own
- Developing content for us - both written and video

- Managing content and distribution across our social media channels
- Supporting the Marketing Director and marketing team with admin tasks as needed

Business development responsibilities include:

- Carrying out research on a wide variety of companies and contacts across the sector
- Preparing documents and proposals to send to potential homeowners and arranging meetings
- Occasionally taking initial calls from inbound enquiries, confidently explaining our service and capturing necessary information
- Gathering up-to-date information on our sector and our competitors

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. 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.

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 to ensure that our homeowners and guests 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 sometimes in person) of UnderTheDoormat and must be comfortable and confident in this role.

What we are looking for:

- Someone who is interested in gaining experience in sales & marketing
- 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 with strong social media experience
- Someone who is organised and detail oriented.
- Someone who has strong written, verbal and interpersonal skills who's highly outgoing, energetic and focused



- Someone who has a strong desire to expand and acquire new skills

What we offer:

- An exciting and fast-paced start up environment
- Friendly team and monthly socials together
- Support from a mentor on how to grow your future career
- Informal ongoing development and training on other key business skills, such as project management
- Eligibility to be part of the company bonus scheme after passing probation
- A great foundation for a future career in the hospitality sector

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