

School Leavers Internship Programme - SALES

Location – Piccadilly, London

Start Date - July-September 2021

End Date - December 2021-January 2022

A little bit about us.... Student Cribs provide high-quality houses and accommodation for students looking for the best standard of living at University, operating in 23 Cities across the UK. Student Cribs was founded by Charlie Vaughan-Lee and born out of frustration due to the abundantly average properties available to students.

Job Description

This role will be working closely with the team of Portfolio Managers, assisting with the sales and management of properties (responsibilities listed below).

This role is designed for an outgoing, confident and enthusiastic individual who will be, required to work well within a team but also have the ability to adapt, be flexible and support other departments during peak periods.

Whilst the role will be primarily based in London, you'll have the opportunity to visit other great cities within the UK, this will include attending open days, viewings and house visits.

Responsibilities

- Daily Calendar Management
- Using in house software for;
- Making outbound calls
 - o Viewing follow up
 - o Lead call outs
 - o Taking messages for other departments
- Taking inbound calls
 - o Often dealing with tenant/guarantor queries
- Assigning reported maintenance to regional maintenance teams/contractors
- Following up with contractors to close any open/overdue jobs
- Booking in viewings
- Reviewing tenancy agreements
 - o This will include familiarising yourself with the clauses within our contracts
- Responding to tenant and guarantor queries via email
- Daily organisation of emails
- Reaching and exceeding outbound call targets
 - o Often this includes a prize for the winner!
- Chasing documentation- Including checking and approving documents received in relation to new tenancies
- Use LiveChat to respond to incoming enquiries

Skills Required

- Great team working skills
 - o Could be shown through school sports/clubs

- Exceptional communication skills
 - Confident, with the ability to work well under pressure
 - o Could be demonstrated through presentations and deadlines
 - Diverse in your abilities and able to adapt to new roles
 - o Demonstrated through working with others/taking on new challenges
 - Proactive approach to work with good attention to detail
 - o Demonstrated through the taking up of new courses or challenges
- to improve overall performance.

Skills Gained

As well as learning the inner workings of the UK's leading student property company, you will build on your team working skills, learn to manage phone calls in a professional nature and deliver exceptional customer service. You will also work closely with other departments within the company, with opportunities to learn about their roles and to become involved in what they do. The core skills you will acquire while working at Student Cribs will become the basis of your future professional careers.

Details

Hours: 9am-6pm Monday - Thursday, 9am-5pm Friday

Pay: £20,000 pro rata for the period worked

Additional Perks of the Job

A free breakfast will be provided in the office, daily

Monthly team lunches on us!

Occasional Friday evening drinks

Location – Piccadilly, London

Start Date - July-September 2021

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Student Cribs provide high-quality houses and accommodation for students looking for the best standard of living at University, with approximately 4,000 tenants across 23 Cities in the UK. We're the largest portfolio of our kind in the UK and have secured significant

School Leavers Internship Programme - MARKETING capital investment in recent years allowing rapid, sustained growth. Our young, dynamic team is continually growing, and we have space on the team for school leavers with an interest in marketing to support this growth.

Job Description

This role will involve working closely with the Marketing Manager, ensuring the Student Cribs portfolio of c. 900 properties are effectively marketed and let. The Marketing Department is a dynamic team that is expected to continually adapt and develop / execute exciting strategies to stay ahead of our competition, making it a great team for creative, organised and adaptable individuals. You will gain experience across a variety of marketing campaigns and channels, with a focus on digital. The role also offers exposure to other teams and senior leaders in the business, which is great for networking, gaining rounded experience, and for enjoying the social side of our office.

You don't need specific experience to be a successful candidate – a great attitude and solid motivation to join are the most important things we want to see! **Please make sure to include a short cover letter highlighting why you want to join the Marketing Department and why you are a stand out candidate.**

Whilst the role will be primarily based in London, you'll have the opportunity to visit other great cities within the UK, managing photoshoots and Student Cribs presence at open days / housing fairs.

Responsibilities

- Coordinating and attending property photoshoots (travel required)
- Ownership of marketing materials for properties (ensuring images / descriptions / property info is correct online)
- Campaign management (social media, emails, supporting Marketing Manager with PPC / Google Ads)
- Social media advertising: developing strategies for generating awareness and enquiries from Insta / Facebook / Snapchat / TikTok
- Market research and reports (use of Microsoft Excel and Powerpoint)
- Ownership of invoicing / expenses for the department
- Content creation (writing blogs, editing images / videos for use on social media etc)
- Management of Student Cribs review channels (Google, Trustpilot etc)
- Cribs merchandise: you will order and distribute Student Cribs branded merchandise to tenants and the team

Skills Required

- Familiar with popular social media platforms (great if you have an interest in advertising on these channels already)
- Comfortable working with numbers (experience with Excel a plus)
- Excellent attention to detail: here is little margin for error in lots of work produced by the Marketing department
- Great team working skills
- Exceptional communication skills
- Confident, with the ability to work well under pressure
- Diverse in your abilities and able to adapt to new roles
- Proactive approach to work

Skills Gained

As well as learning the inner workings of the UK's leading student property company, you will gain a good understanding of digital marketing and develop skills on a variety of advertising platforms, in addition to event management. The skills you learn will be a huge asset for your future career and University (if attending!). You will also gain valuable experience working in a busy office with a fun culture, and the opportunity to build a professional network.

Details

Hours: 9am-6pm Monday - Thursday, 9am-5pm Friday (some weekend work may be required, with time worked offered back in lieu)

Pay: £20,000 pro rata for the period worked

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Page Break

Investment Internship Program - INVESTMENT

Location: Haymarket, London

Start Date: June – September, with option to stay longer if requested

About Student Cribs

Student Cribs is an innovative property investment group which specializes in acquiring, refurbishing, and letting high-quality and well-equipped student properties to tenants who desire an exceptional standard of accommodation. To date Student Cribs has successfully invested in and developed over 4,000 student beds in 23 cities across the UK. Please see our website www.student-cribs.com

About the Team

The Acquisition and Development team is responsible for the purchase and refurbishment of all our student properties. Over the summer period this can be **very fast paced** as we have multiple projects on the go at once, all which need to be delivered to the high standards our tenants expect from us, meaning **time management skills** are crucial.

Reporting To

Acquisitions and Development Director, Development Managers, and other team members

Job Description

Since recently completing a substantial capital-raising round, the acquisition team is actively expanding the Student Cribs portfolio. This presents a great opportunity to be actively involved in the investment process, development of the properties, right through to occupation by tenants.

The ideal candidate will have **a desire to learn about the real estate market** and be able to **work well in a hardworking, dynamic, and friendly environment**. This role will provide invaluable experience of the real estate investment field, developing numerical and analytical skills, and the opportunity to experience real estate development from start to completion.

Although the role will be predominantly based in London, there may be opportunity to visit other great cities within the UK to undertake site visits while the developments are ongoing.

Responsibilities

- Researching and implementing innovative new products
- Finding and negotiating with new suppliers
- Visiting the houses to assist with the furnishing process
- Market research/identifying new investment opportunities
- Assistance with other investment team tasks

Skills Required

- Excellent communication and interpersonal skills
- Strong eye for detail
- Proficiency with Excel preferred
- Great team working skills
 - Could be shown through school sports/clubs
- Diverse in your abilities and able to adapt to new roles
 - Demonstrated through working with others/taking on new challenges.

Skills Gained

During your time at Student Cribbs, you will have the ability to gain new skills that can be applied to University degrees and that will enhance your CV for future career paths. You will have the opportunity to work professionally in an office environment, with a small team, meaning your role will be extremely hands on. As well as learning the inner workings of the UK's leading student property company, you will be provided with invaluable experience of the real estate investment field, developing numerical and analytical skills, as well as an insight into property development processes.

You will also work closely with other departments within the company, with opportunities to learn about their roles and to become involved in what they do. The core skills you will acquire while working at Student Cribbs will become the basis of your future professional careers.

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