



Apply here

Start date

As soon as possible

Duration

6 months

Languages

Good spoken and written English levels are required (B2 onwards)

Company Location

[London, England](#)

London is the capital and largest city of England and the United Kingdom.

One of the world's most visited cities, it is steeped in history and culture. A city where you can eat global foods and experience great times, it has something for everyone.

Are you eligible?

You are eligible for an ESPA internship if you are a registered student or have graduated within the past two years and have access to some form of grant funding

Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

Role

This is a fantastic opportunity for an organised and communicative individual to gain practical experience within this disruptor in the property rental sector. Mentored throughout, you will use your excellent customer service skills to be the first point of contact for inbound calls from tenants, agents, and landlords. Within this, you will be responsible for registering tenant enquiries, maintaining the database of clients, and interacting with a variety of customers. This is a fast-paced role and would suit a quick learner capable of prioritising and adapting to change. If you are that individual, apply today and add a great experience to your CV.

Tasks

- Be the first point of contact for inbound calls
- Receive tenant enquiries, schedule viewings and coordinate the viewings with the internal agents and network of partner agencies
- Register and maintain the databases of tenant, landlord and agent clients
- Follow up on missed calls and other enquiries (e.g. via email)
- Part of the Operations team and help out with general matters regarding the running of the operations

Desired Skills

- Studying for a degree in Business Administration or other relevant
- Experience in a client-facing and organisational role
- Friendly and comfortable with representing the host in interactions with external parties
- Ability to manage a high volume of calls and inbound enquiries
- Strong organisation skills
- The ability to prioritise according to what matters most for the business
- Enjoy fast-paced environments that change often and require an open-minded approach

The Host Company

The host company is on a mission to make real estate transactions simple, fast, and transparent. To enable this, they've built an end-to-end platform that allows agents, landlords and tenants to seamlessly list, discover and rent properties. Their online platform is based on a set of features designed to help all parties transact in the simplest possible way. They are a highly ambitious game changing start-up aiming to grow significantly in the near future.