**Sales and Marketing Management Trainee**

A trainee scheme where you will be given the opportunity to learn all aspects of the Sales and Marketing function within one of the UK’s largest housebuilders and support the regional team.

**The Role:**

* Assist in monitoring and reporting all marketing actives in the region.
* Arrange and assist with purchaser order numbers, orders and invoicing
* Learn and support in all aspects of coins and reporting of weekly sales and reservations including running weekly sales reports in readiness for cover where applicable.
* Running Final Accounts and Completion Statements.
* Assist with the Brief, Design and proof reading of Brochures
* Deal with all sales enquiries in the regional office by email and telephone.
* Administration duties including post, uniforms and stationery when applicable.
* Sales Area Setups

**The Person:**

* Excellent Communication Skills
* Computer Literacy
* Focused and Willingness to Learn
* Full Clean Driving Licence with Own Car
* To be Able to Work in Critical Timescales

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal applicants – please advise your Line Manager if applying for this role.**