**Sales and Marketing Trainee 1 Year Placement**

We have a fantastic opportunity for a Sales and Marketing Trainee to join our Sales and Marketing team at Taylor Wimpey Southern Counties.

The successful candidate will assist in any sales related administration and respond to general and development sales enquiries both by telephone, email and in writing. This will include the collation of development brochure material and mailing of development literature on a daily basis.

The administration functions shall include, but not be limited to, the processing of sales data using business unit and Taylor Wimpey UK Limited reporting systems, the production of reports from these systems and the adherence to company protocols with regard to operation of these systems. It shall also include the maintenance of filing records for sales data in accordance with company procedures.

As a Trainee we aim to equip you with an appreciation of the Company’s overall business and an in-depth knowledge of a specific function within that Business, being the Sales & Marketing Department.

The role would suit a university undergraduate on a sandwich course with an enthusiasm for the housing industry.

**The Role:**

* Assist in the maintenance of the web-site with accurate information relating to sales releases, selling prices and availability.
* Respond to all web site generated enquiries and to forward information relating to the enquiry to the relevant Sales Executives.
* Update inbound calls tracking system with any changes to site opening hours.
* Ensure that customer details entered into the system are accurate for the purposes of sales and marketing.
* Enter and maintain details of sales including selling prices, customer extras orders, sales progression information.
* To produce weekly, monthly and other ad hoc reports required by the business unit management in accordance with the time scales required for these reports.
* To maintain digital back-up and hard copy records of information as required by the business unit and company procedures.
* To co-ordinate the distribution of information between the Sales & Marketing department and other departmental functions within the business unit.
* To assist in the administration and processing of purchase orders.
* To assist in the processing of Design Options orders in conjunction with the commercial dept.
* To co-ordinate the ordering of adequate quantities of sales support materials for each development, including but not limited to such items brochures, price lists and stationery.
* To provide support to the Sales Managers and Sales & Marketing Director in the setting up of each new development.
* To provide administrative support to the Sales Managers and Sales & Marketing Director.

**The Person:**

* Knowledge of I.T. based administration systems (excel, word, powerpoint)
* Working in a time critical environment
* Interest in sales and marketing within the house building industry.
* A university undergraduate looking for a yearlong placement.
* It will be necessary for the Trainee to hold a driving licence.

**In order to be successful in this role you must be able to prove eligibility to work in the UK. This role is a 1 year fixed term placement.**

**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.**