

Job Description

Job title:	Sales Support Assistant
Reporting to:	Sales Support Executive
Location:	London (Clerkenwell) and Home based
Contract:	3 months with potential extension

HouseTrip.com is an award-winning start-up that's making hotels history. We're Europe's largest holiday apartment booking website, and we're growing like crazy. Our clever guests have realised that for the price of a tiny, soulless hotel room they can have an entire house, or apartment, or castle, or boat... We give them over 10,000 choices in hundreds of destinations across the world, many with unbiased reviews from previous guests – and the list is growing every day. Our guests love that a HouseTrip is an authentic trip, allowing them to live like the locals do. They can shop for produce at the markets and whip up a feast in their very own kitchen, or even put a load of washing on. Plus, our guests feel secure knowing that with HouseTrip, their money is safe every step of the way. They use their credit card to pay online using our secure system, just like they would a hotel room, and they never have to worry about phantom lettings, because we're scam free. It's a revolution!

Job overview

HouseTrip is looking for a Sales Support Assistant, with the focus on acquiring online information for our Business Development team. Reporting into the Sales Support Executive and the Business Development Director, you will have to work in our office in London and from home.

Objectives

- Applying and modifying data from multiple sources in the area of travel and vacation rentals
- Update property database via HouseTrip platform
- Support and assisting Sales Support Executive in daily tasks
- Ensuring the quality is above standards

Profile

You are eager to work in a fast paced environment and willing to contribute to the success of a young company. You have passion regarding the travel industry and you are keen to learn and grow within an entrepreneurial team. You are a team player and like to interact with people at all levels. You speak both English and another language.

Competencies

- Good self-management
- Willing to work for a fast paced environment and enjoying being part of a start-up company
- College / university degree or other relevant qualification and relevant experience
- Very good knowledge of English, both written and spoken
- Additional languages like French, German, Spanish would be an asset
- Microsoft Office literate (good knowledge of Word, Excel, PowerPoint)

To apply, please send your CV (ref: *Sales Support Assistant*) to Sandrine Inaudi -Talent Manager, recruitment@housetrip.com