



### **Student Sales Coordinator – Comforts of Home Paris**

Comforts of Home, a leader in international student housing in Europe, seeks a Student Sales Coordinator, for a six-month CDD (July 2017-January 2018) in its Paris office.

COH provides American-style comfort and customer service, allowing students to live like locals in apartments shared with other students. The Student Sales Coordinator works with the Paris-based sales and marketing team to market housing offers to local partner schools, and guides direct-pay students smoothly through the process of registering and paying for housing in our 500 apartments across five cities (Paris, Barcelona, Madrid, Florence, and Rome). S/he is instrumental in communicating both with partners and students during the reservation process, as well as tracking and reporting on sales data.

Responsibilities include but are not limited to:

- Coordinate marketing of housing offers to school partners in Paris; keep partners apprised of student registrations.
- Track and report on marketing communications by date, school, and number of recipients.
- Track and report on sales leads and conversions.
- With another team member, respond in timely manner to all student requests/inquiries for housing in all five COH cities.
- Guide students through the registration process, coordinating with both billing department and Student Services staff in all five cities.
- Provide support for other sales activities including online booking and partnership development in Europe and the US.
- Participate in regular Occupancy meetings with a view toward accommodating booking requests.
- Assist in Housing Assignments as necessary.
- Provide input on campaign initiatives and contribute to marketing strategy discussions.

Send your application to: [paris.jobs@get-comfortable.com](mailto:paris.jobs@get-comfortable.com).