



Student Sales Coordinator

Comforts of Home, a leader in international student housing in Europe, seeks a Student Sales Coordinator.

Managing nearly 2000 beds in serviced apartments for use by study abroad customers in Paris, Florence, Rome, Barcelona, and Madrid, Comforts of Home allows students to live like locals in apartments shared with other students, supporting their residency with American-style comfort and customer service.

The Student Sales Coordinator works with the Paris-based sales and billing team to market housing offers to partner schools in our Spanish and Italian markets, and guides students smoothly through the process of registering and paying for housing. In conjunction with other members of the team s/he is instrumental in communicating both with partners and students during the reservation process, as well as tracking and reporting on sales and payment data. Additionally, the Student Sales Coordinator helps to coordinate our online booking activities in partnership with student OTAs.

Successful candidates will have native English and Spanish ability, comfort with telephone and written communication with American students and parents, familiarity with customer service best practices, and solid spreadsheet skills.

The Student Sales Coordinator will be based in either COH's Paris or Barcelona office.

Responsibilities include but are not limited to:

- Coordinate marketing of housing offers to Independent school partners; keep clients 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 Independent booking requests
- Assist in Housing Assignments as necessary
- Provide input on campaign initiatives and contribute to marketing strategy discussions

Requirements:

- Excellent written and verbal communication in English and Spanish; knowledge of French preferred
- Customer service sensibility
- Strong organizational skills
- Knowledge of American university system
- Background in sales or marketing

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- Ability to function autonomously, multitask, and stay on schedule
- Flexibility and ability to work effectively in a fast-paced and evolving office
- Enthusiasm for working with a young, fun, and flexible team
- Microsoft Office, Excel, Powerpoint
- Valid work permit authorizing full-time work in France or Spain

To apply, please send your cover letter and resume to **paris.jobs@get-comfortable.com**.
Applications without a cover letter will not be considered.