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| <b>JOB TITLE</b>  | ADVERTISING ADMINISTRATOR         |
| <b>DATE</b>       |                                   |
| <b>REPORTS TO</b> | Mary-Louise Johns, Natasha Hemopo |

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## POSITION DESCRIPTION

**Position purpose** To ensure the advertising department is running smoothly & up to date on a day to day basis and provide ongoing support to the admin & management team.

**Main tasks**

Core objectives include:

- Typing appraisals
- Convert appraisals to listing enter into vault (give to Tarsh to proof)
- Activating listing online (ensuring all features activated etc)
- Setting up DLE, WC and IMS, (Billboard and signboards as required)
- Setting up and booking eBlubeook plus printing/loading online etc once completed
- Setting up and booking OneRoof Property Guide adverts
- Ordering stationary and signage – (check with Tarsh before ordering)
- Set up team viewing & car list for agents for Tuesday's
- Setting up Property of the Month marketing (OneRoof)
- Making vendor/purchaser packs plus keeping recourse centre forms in order and topped up on the wall (weekly on Wednesday's)
- Live listing email to clients on behalf of the agents (BCC in agents)
- Just listed, sold, ebb to socials - social media
- Public holidays, events (social media marketing)
- Changes to listings and marketing (price, auction, script, photos etc) (in vault + IM + Filing cabinet)
- Booking agents marketing for new listings (full property campaigns)
- Writing down all printing for each property and what has been activated (marketing campaign sheet per property) + monitor how much printing is happening
- Setting up and ordering photo signboards
- Setting up and loading listing logic campaigns
- Withdrawal of properties and sold process
- Events calendar / setting up of windows and social events, setting up the yearly events calendar schedule + setting up of any marketing campaigns set up re sponsorships
- Window display maintaining (ensuring they are all current in the window + making sure they are always straight and tidy)
- Digital screens control, loading and maintenance (ensuring kept up to date, solds and withdrawn properties removed)
- Special advance notice – setting up and sending out to agents and the office database
- Mobile data and email data clean in Vault /fortnightly house keeping)
- Monthly Trends – setting up and collating data then send to Tarsh to sign off

- Arranging the Monthly Good Sort process
- Ordering titles & or property files when required
- Typing contracts/following up on conditions for contracts (3-5pm when contracts administrator has gone home)

**The above list is not exhaustive, and the role may change to meet the overall objectives of the company.**

|                             |                                                                                                                                                                                                                            |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Other Duties</b>         | <ul style="list-style-type: none"> <li>• Fulfil other duties as required by management and other department personnel as requested/required.</li> </ul>                                                                    |
| <b>Required qualities</b>   | <ul style="list-style-type: none"> <li>• Professional approach.</li> <li>• Ability to work under pressure.</li> <li>• Organisational and time management skills.</li> <li>• Excellent attention to detail.</li> </ul>      |
| <b>Desired competencies</b> | <ul style="list-style-type: none"> <li>• Analytical thinking.</li> <li>• Initiative.</li> <li>• Business awareness.</li> <li>• Tenacity.</li> <li>• Strategic thinking.</li> <li>• Positive approach to change.</li> </ul> |

## PERSON SPECIFICATION

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Skills &amp; competencies</b> | <ul style="list-style-type: none"> <li>• <b>Customer service focused:</b> committed to providing exceptional customer service across all channels – written, phone and face to face.</li> <li>• <b>Communication:</b> the ability to communicate clearly and concisely, varying communication style depending upon the audience.</li> <li>• <b>Attention to detail:</b> excellent attention to detail and written skills when communicating with others, both internally and externally.</li> <li>• <b>Teamwork:</b> willingness to assist and support others as required and get on with team members.</li> <li>• <b>Time management/organisation:</b> accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.</li> </ul> |
| <b>Personal attributes</b>       | <ul style="list-style-type: none"> <li>• Professional approach (essential).</li> <li>• Confident manner (essential).</li> <li>• Positive approach to change (essential).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Other</b>                     | <ul style="list-style-type: none"> <li>• Advanced knowledge of Microsoft Office Suite</li> <li>• Current driver licence</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

**This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.**

**ACKNOWLEDGEMENT**

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I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

**SIGNED BY YOU**

.....  
Employee

.....  
Date

**SIGNED BY MANAGEMENT**

.....  
Manager

.....  
Date