

## **Job Description**

**Job Title:** Temporary Turkish-Speaking  
Admin/Database Assistant

**Reports to:** Exhibition Manager

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### **The Company**

The Mack Brooks Group are leading exhibition/trade fair organisers and publishers within a range of engineering, transport, textiles, trade and technical sectors, working internationally including in Europe, the USA & South-East Asia. Established in 1965 the company is privately owned, profitable and looking to expand its activities within media including exhibitions, publishing and the internet, by both new product and development and acquisition.

### **The Position**

We are looking to recruit four temporary Turkish-speaking Admin & Database Assistants to join immediately and till March 2018. This position may suit candidates looking for part-time employment (10.30am – 4pm).

The role involves evaluating and researching data, entering data and qualifying some data over the telephone, plus carrying out routine admin tasks. The candidate will be fluent in Turkish, have a strong administrative flair, plus high attention to detail.

### **Key Tasks**

- Database management
- Qualifying data over the telephone with potential exhibitors and visitors
- Routine administrative tasks

- Market research / Monitoring of competitors' activities
- Proof reading

**Skills, Knowledge, Experience:**

- Fluent Turkish-speaker
- Experience of working in an administrative or customer care role.
- Strong IT skills, in Word and Excel
- High attention to detail
- Strong telephone manner
- Ability to work to strict deadlines

The duties and responsibilities in this job description are intended to be indicative but not exhaustive of the responsibilities of the postholder. As Mack Brooks develops, the requirements of the job may develop and change. The postholder will be expected to adapt to these changes.