

Job Description

Job Title: Temporary German-or Italian speaking Admin/Database Assistant
Reports to: Exhibition Manager

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 currently looking to recruit a temporary German or Italian-speaking Admin/Database assistant for 6 months, to provide full administrative support, assisting with all operational requirements relating to the preparation and staging of trade exhibitions.

This temporary role involves evaluating and researching data, entering data and qualifying data over the telephone. The candidate will be fluent in German, have a strong administrative flair, plus high attention to detail.

Key Tasks

- Database management
- Qualifying data over the telephone with potential exhibitors and visitors
- Market research

Skills, Knowledge, Experience:

- Fluent German-speaker (or Italian-speaker), with excellent English
- Proactive, responsive and able to work under pressure
- A strong administrative flair
- Excellent attention to detail
- Strong interpersonal and organisational skills
- Ability to work to strict deadlines

- High IT Skills in both Word and Excel

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.