

Job Description

Job Title: Temporary French-speaking Telemarketing & 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 French-speaking Telemarketing/Database assistant for approximately 6 months, to assist with the promotion of our exhibition in Paris. <http://www.fastenerfairfrance.com/english>

This temporary role involves calling visitors, evaluating, researching and entering data. The candidate will be fluent in French, have a strong telephone manner, plus high attention to detail. This role will suit candidates with experience in customer relations or sales.

Key Tasks

- Database management
- Market research
- Calling potential visitors

Skills, Knowledge, Experience:

- Fluent French-speaker, with excellent English
- Strong telephone manner
- 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.