

Job Description

Job Title: German-speaking Exhibition 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 and 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 German-Speaking Exhibition Assistant to provide full administrative support, assisting with all operational requirements relating to the preparation and staging of trade exhibitions.

Key Tasks

- Dealing with enquiries from exhibitors and visitors
- Establishing and maintaining strong relationships to potential and existing exhibitors
- Day-to-day administration
- Database management
- Proof-reading
- Liaising with different departments within the company (Accounts, Technical)
- Market research / Monitoring of competitors' activities

Skills, Knowledge, Experience:

- Fluent German-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
- Strong IT skills, in 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.