Job Description

Job Title: Temporary Admin & Database Assistant (6 months)

Reports to: Exhibition Manager

The Company

Mack Brooks Exhibitions is a leading international exhibition / trade fair organiser and publisher of business to business events, within a range of engineering, transport, trade and technical sectors. Established in 1965, the company is part of Reed Exhibitions, a division of RELX Group. RELX Group is a global provider of information and analytics for professional and business customers across industries.

The Position

We are looking to recruit a temporary Admin & Database Assistant (for six months, however it could be extended). The role involves evaluating and researching data, entering data and qualifying some data over the telephone, plus carrying out routine admin tasks. The ideal candidate will have a strong administrative flair, plus high attention to detail. Fluent English is essential and one additional European language would be an advantage (German would be preferred as the show takes place in Germany).

Key Tasks

- Database management

- Handling potential customers, as well as general exhibitor and visitor requests

- Qualifying data over the telephone with potential exhibitors and visitors

- Administrative tasks such as contract processing

- Market research / Monitoring of competitors' activities

- Proof reading

Skills, Knowledge, Experience:

- Fluent English (spoken and written), excellent knowledge of additional European language skills would be an advantage (German would be preferred)

- Experience of working in an administrative or customer care role would be an advantage

- Strong IT skills, in Word and Excel

- High attention to detail

- Strong telephone manner

- Ability to multitask and 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.