

Job Description

Job Title: Temporary German-Speaking Catalogue Administrator

Reports to: Production 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, Japan & South-East Asia. 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 currently looking to recruit a temporary German-Speaking Exhibition Administrator to provide full administrative support for the production of a bi-annual Show Catalogue for a trade show based Germany. This is a contract position running from Monday 17th June 2018 to Friday 27th September 2019.

Key Tasks

- Checking and collecting exhibitor information
- Dealing with telephone enquiries from advertisers
- Contacting exhibitors to chase for completed forms by email, fax and phone
- Day-to-day administration, including photocopying, fax and email
- Proof reading
- Database management
- Liaise with internal departments

- Providing German translations
- General admin support in the form of delivering and collecting materials from our main office to the production office

Skills, Knowledge, Experience:

- Fluent German-speaker, with excellent English
- Candidate should be numerate and have a good eye for detail as the position involves checking database and page proofs in German and English, and logos.
- Proactive, responsive and able to work under pressure
- A strong administrative flair
- High level of accuracy
- Excellent attention to detail
- Strong interpersonal and organisational skills and an excellent telephone manner
- Ability to work to strict deadlines

- Proficiency in Microsoft Office (Excel, Word and Outlook) willingness to learn mail merge

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