

Job Description

Job Title: Bilingual Exhibition Assistant

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 currently looking to recruit an Exhibition Assistant to provide full administrative support, assisting with all operational requirements relating to the preparation and staging of trade exhibitions. Strong administrative skills, high attention to detail, fluent English is essential plus at least one additional European language (German would be an advantage as the show takes place in Germany).

Key Tasks

- Establish and maintain strong relationships with customers
- Handling potential customers, as well as general exhibitor and visitor requests
- Database management
- Administrative tasks
- Market research / Monitoring of competitors' activities
- Liaising with internal departments
- Proof reading

Skills, Knowledge, Experience:

- Fluent English (spoken and written), with excellent additional European language skills (German would be an advantage)
- Proactive, responsive and able to work under pressure
- Experience of working in an administrative or customer care role
- Strong IT skills, in Word and Excel
- Strong administrative skills and ability to multitask
- Marketing flair and/or experience
- Excellent attention to detail
- Strong interpersonal and organisational skills

- Ability to work to strict deadlines
- Willingness to travel (occasionally)

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.