

Job Description

Job Title: French-speaking Technical Executive

Reports to: Technical Manager/Director

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

In our vibrant, multicultural team of 7 we are currently looking to recruit a French-speaking Technical Assistant to provide full administrative support, assisting with all operational requirements relating to the preparation and staging of trade exhibitions.

Key Tasks

- Assist exhibitors and contractors with queries
- Preparation of the exhibitor manual and other information material
- Support the manager in coordinating and monitoring the tasks of the service partners
- Compare proposals and give feedback to contractors
- Support the coordination of overall requirements like signage, transport, staffing, registration, etc
- Arrange hotel and travel arrangements for the team
- Plan conference and office areas
- Administrative tasks and correspondence in German and English
- Day-to-day administration including some database work
- Floor plan drawing (training will be provided)
- Travel and assist manager on-site to shows

Skills, Knowledge, Experience:

- Fluency in French and English
- Ability to multitask
- 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
- CAD experience would be a distinct advantage

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.