

Job Description

Job Title: German-speaking Exhibition Executive

Reports to: Exhibition Manager

The Company

Situated in the heart of St Albans City Centre, opposite St Albans Abbey in a beautiful grade II listed building, Mack Brooks Exhibitions is a leading international exhibition / trade fair organiser, a publisher of business to business events. 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 German-speaking Exhibition Executive to work on one of our German trade exhibitions. The ideal candidate will provide full administrative support and operational requirements relating to the preparation and staging of trade exhibitions. Strong administrative skills, with high attention to detail is essential.

Key Tasks

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

Required Skills, Knowledge, Experience:

- Proactive, responsive and able to work under pressure
- Fluency in both German and English language skills
- Experience of working in an administrative or customer care role
- Strong IT skills, in Microsoft Office.
- Strong administrative skills and ability to multitask
- Good Verbal and written communication
- Excellent attention to detail
- Strong interpersonal and organisational skills
- Ability to work to strict deadlines
- Willingness to travel (occasionally)

We provide

- Excellent working hours (35 h/week: Monday - Thursday 8.30am to 4.45pm incl. 1 hr lunch, 8.30am to 4pm on Fridays incl. 1.5 hr lunch)

- 22 days holiday, rising to 25 days after 4 years' service, plus Christmas closure days in addition to the holiday entitlement
- Pension
- Life Insurance
- Income Protection
- Season Ticket Loan
- Gym discount