

## **Job Description**

**Job Title:**               **German-speaking Technical Executive**

**Reports to:**           **Technical Manager**

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### **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-speaking Technical Executive to provide full administrative support, assisting with all operational requirements relating to the preparation and staging of trade exhibitions.

### **Key Responsibilities include:**

- 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 quotes 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.
- Travel and assist manager on-site to shows.

### **Skills, Knowledge, Experience:**

- Fluent German, with excellent 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

**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

If you would like to apply, please click below:-

<https://reedexpo.jobs/job/german-speaking-technical-executive-0>