

Administrator – German Speaking

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Company: Glen Callum Associates

Location: Dudley

Category: other-general

Administrator – German Speaking A German speaking Administrator job opportunity working for a thriving distributor based in Stourbridge, West Midlands . If you are a fluent speaking German Administrator, then this role offers you career growth and personal development as you will become part of a small but expanding team within a successful business. The company has been established for 20 years and has both a German and an English division and demonstrates stability by healthy year on year growth. Office based in Audnam in Stourbridge – Commutable from Wordsley, Kingswinford, Brierley Hill, Dudley, Halesowen, Quinton, Oldbury, Kidderminster, Wolverhampton, Bromsgrove £28K + generous holiday entitlement + pension + free parking + Christmas shutdown + training You can expect an excellent salary with performance bonus, generous holiday entitlement, training and the opportunity to work within a friendly team. The company is also about to move into state-of-the-art offices which have been refurbished and tailored to the needs of the business and the staff. Our ideal candidate will be confident, fluent in German (native or near native level), well educated, have attention to detail, good Excel and Maths skills. The role is admin, finance and customer service focussed and part of your role will involve processing orders, creating invoices and arranging delivery of products from various locations throughout the world. The role will require the successful applicant to be process driven but able to think on their feet, prioritise and multi-task. Excellent communication skills both verbal and written in German and English is essential. Candidates who can show initiative and have a positive attitude will thrive within the business. The Company is growing and continually investing in new software and systems and therefore a candidate who is looking to get involved in the

growth of the business and will support the MD and the rest of the team in moving the business forward would be ideal. If you are looking for a role with varied duties and the opportunity to learn a lot of new skills, and enjoy making outgoing calls to customers helping to deliver a good service, then this role is a must! Is this you? Then apply for the role of Administrator – German by forwarding your CV to Kayleigh Bradley, Senior Recruiter at Glen Callum Associates Ltd or call Kayleigh on 07908 893621 for further details and a chat about the role and the company. JOB REF 4048KB – Administrator – German Speaking

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