

German Speaking Administrator

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Company: Integrity Plus Ltd

Location: Boston

Category: sales-and-related

Our client a prestigious company based in Boston is looking to recruit an experienced Sales Administrator who is fluent in German.

The ideal person will be someone with very good credentials i.e. a shining star and will be required work as a sales administrator following client orders through from placing them on the system to tracking orders through the factory and communicating with clients.

The person must have excellent communication skills both written and oral.

Not to be shy of using the telephone.

Must have fluency in both German and English.

A lot of the clients are supermarkets so must be familiar with the exacting standards the supermarkets require. Specifications, labels etc.

In return we offer a competitive salary, an excellent modern working environment, free onsite parking, 20 days holiday (excluding Bank Holidays) & the opportunity to work within a friendly team.

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