

German speaking Project Administrator

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Company: French Selection

Location: Croydon

Category: management

FRENCH SELECTION UK

German speaking Project Administrator

Project Coordinator, Projects, Admin, Project Support, Advertisements, PR, Design, Translation, Project Management, Account Management, Client Services, German, Czech, Hungarian, Croatian, Serbian, Polish, Russian, Romanian, Bulgarian, Slovak, Greek, Lithuanian, Latvian, Estonian, Slovenian, Serbo-Croatian, Croydon, Surrey

Salary: circa £25,000 + Benefits

Location: South Croydon, Surrey

At commutable distance by car from: Croydon, Brighton, Bromley, London Bridge, Horsham, Three Bridges, Crawley, Redhill, Blackfriars, Farringdon, St Pancras, London, Surrey

Ref: 8104GP1

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Please visit the French Selection UK website, vacancies section, search job reference: 8104GP1

Applications submitted on our website will come to us in the correct format, which means they will be processed faster & more efficiently by our team of consultants.

The Company:

Our client is a well-established design agency with international connections.

*** Hybrid working 2 days from Home after Probation ***

*** Great Opportunities for Progression ***

Main duties:

To provide the client services team with support to ensure projects run smoothly.

The Role:

- To build long term, successful relationships with clients
- To assist with obtaining quotations for designs and consequently providing quotations to clients
- To assist with scheduling of project production including photoshoots and samples
- To provide briefings to the design team based on clients' requirements
- To provide administrative support to client services team and account managers

The Candidate:

- Fluent in German (written and spoken) - Essential
- Experience in administration and/or client relationship management
- Excellent attention to detail and able to work under pressure
- Proactive, confident and dynamic personality
- IT literate

The Salary: circa £25,000 p.a. + Benefits

French Selection, leading UK-based consultancy specialising in the recruitment of bilingual and multilingual professionals for international business (industries and services). We are the leading recruitment consultancy for German, French, Italian and Spanish speaking positions. Also recruiting for positions with other languages such as Dutch, Polish, Portuguese, Scandinavian languages, Mandarin, Japanese and Arabic.

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