

Office Administrator Coordinator (German Speaking)

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Company: GBR Recruitment Limited

Location: Milton Keynes

Category: management

GBR Recruitment Ltd are working in close partnership with a leading direct sales & marketing business (B2C), recruiting for an experienced German Speaking Office Administrator Coordinator to join the companies commercial office team, working on a hybrid basis consisting of 3 days in the office & 2 days from home.

In this key Administrator / Coordinator role, you will be supporting business leaders with all administrative tasks (e-mail correspondence, documents, data entry), plus compiling monthly business performance reports, monthly sales results & overall findings from all business sales / marketing activities.

Duties:

- * Process applications & send out approval emails
- * Send out monthly surveys to sales teams & collate responses
- * Oversee & coordinate all administrative duties:
- * Send out monthly performance / sales reports to the SMT
- * Processing the final sales performance reports

- * Manage top sales performers prizes (inventory/distribution).
- * Review & respond to all emails in the sales inbox
- * Coordinate training
- * Collaborate with the SMT plus other team members
- * Ensure smooth running of all operational programs / schemes
- * Proactively look for ways to improve procedures & processes,
- * Support training, L&D , employee recognition & performance prizes.

Desired Attributes:

- * Strong administrator / business support coordinator skills.
- * Strong using Excel, Word, PowerPoint & Social media.
- * Professional communication skills, at all levels.
- * Strong attention to detail with the ability to multi-task.
- * Must be fluent in German
- * Other useful skills would be; direct sales industry exposure, employee engagement & rewards experience / knowledge, L&D, plus project coordinating.

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