



French Translator/Marketing Assistant **(16 hours per week)**

Fluent in both French and English, Reliv Europe Ltd are looking for an enthusiastic part-time native French Translator/Marketing Assistant who possesses strong translation, copywriting and written/verbal communication skills to join our busy Marketing team based in Redditch.

The successful candidate will have exceptional organisational skills, and a high level of attention to detail, who is able to work individually as well as within a team.

Role Involves

Translation of English into French
Data analysis of the bi-weekly e-blasts
Creation of both internal and external company communication
Helping to manage the company's website and social media platforms
Help run conferences, assist speakers, delegates and sponsors
Supporting with brand awareness

Essential skills

Excellent copywriting skills – creating accurate and engaging written content.
Fluent French/English - translating to French from English
GCSE A*-C (or equivalent) in English
Has excellent communication skills, both in oral and written formats.
Good knowledge of Microsoft Office applications
Good customer service and relationship management skills, with an ability to build strong customer relationships.
Exceptional attention to detail, grammar and punctuation skills
Is well organised and works well under pressure
Good team player, proactive, self-motivated and resourceful.
Strong time management skills and the ability to coordinate a complex, diverse workload
Willing for further training if needed
Full driving licence and own car due to location of the offices

Desirable skills

Working in a marketing/events office.
Social media experience.
Direct sales knowledge.
Experience of CMS.
Educated to degree level.
Knowledge/experience of Indesign, Photoshop and Illustrator

Salary: An hourly rate of between £9.35 - £10.35 per hour (depending on experience)
+ benefits is offered
Hours: 4 hours a day over 4 days (16 hours per week) to be agreed.
Closing date: Tuesday 19th September 2017