



## **German Translator/Marketing Assistant** **(16 hours per week)**

Fluent in both German and English, Reliv Europe Ltd are looking for an enthusiastic part-time native German 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 German  
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 German / English - translating to German 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 19<sup>th</sup> September 2017