



Dutch Administrator / Administration Assistant / Translator

Monster Group (UK) Ltd is a thriving online retailer offering a diverse range of high quality and great value products to an international market. An exciting opportunity has now arisen for a Dutch Administrator/Translator to join our fast-growing and dynamic team and support the growth into the Dutch markets. The role is reporting to our Marketing Manager and you will be required to deliver amazing service, display strong organisation and admin skills, and accurately translate product listings and other information to/from Dutch.

Tasks:

- Liaising with various contacts across Dutch marketplaces and companies.
- Translating English product information into Dutch.
- Listing the products via our website and online marketplaces.
- Deliver amazing service to answer support and sales queries from any Dutch speaking customers over the phone and via email.
- Discover new marketplaces to expand our presence and manage them to drive additional sales.
- Any associated administration to the role and team.

Required skills and attributes:

- Excellent command of written English and Dutch.
- Strong housekeeping and organisational skills.
- Excellent time management – you'll be expected to juggle multiple tasks at once.
- Forward-thinking, innovative and pro-active.
- Commercial awareness.
- Good knowledge of Microsoft Office programmes.

Job Type and Working hours: Full time, Monday to Friday 9.00am to 5.30pm (37.5hrs per week with 1 hour for lunch).

You will be based at our modern offices near Sheriff Hutton (YO60) therefore it is essential that you have your own transport.

Salary is competitive however is dependent upon experience and attributes. We pride ourselves on creating an exciting working environment that's fun and full of laughter, where people can strive to be their best, and embrace our values; Empowerment, Forward Thinking, Respect and Fun. The company offers a generous holiday allowance of 25 days plus Bank Holidays! If you would like to be considered for this position, please email your CV.

Address: Monster House, Alan Farnaby Way, Sheriff Hutton Industrial Estate, Sheriff Hutton, York, YO60 6PG

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