



German Administration Assistant / Administrator

Monster Group (UK) Ltd is a thriving online retailer offering a diverse range of high quality and great value products to an international market. We are currently looking to recruit a **German Administration Assistant** to join our team based in York. You will play a crucial role in maintaining our outstanding service levels to German customers on a variety of marketplaces. You will deal with customer enquiries over the phone, via emails and a ticketing system. You will also translate product and listing information into German and ensure that our products are reaching their full selling potential across the German markets.

Tasks:

- Deliver amazing service to answer support and sales queries from any German speaking customers over the phone and email.
- Translating English product information into German.
- Listing the products via our website and online marketplaces.
- Ensuring all selling channels and marketplaces uphold our Five Star Rating and Top Seller Status.
- Any associated administration to the role and team.

Key Skills required:

- Excellent command of both written and verbal in English and German.
- 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.
- Knowledge of any other languages would also be advantageous.

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 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. We also offer 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

Email: hireme@monstergroupuk.co.uk

Phone: +44 (0)1347 878880

Website: www.monstershop.co.uk

