

IMMEDIATE START

UK Office of a company promoting trade exhibitions worldwide is looking an **Acting French speaking General Manager** to cover the operational side of the business. You will be responsible for improving retention within existing business and for making sure that current client's projects are run efficiently. You will also be responsible for driving revenue growth, as well as leading the team to achieve its targets. You will liaise regularly with the General Manager, particularly on any HR, client or Budget issues.

This is 3 months contract and it is 3 days a week.

ROLE:

- Running the company making sure objectives and clients' requirements are met
- Managing the Sales and Marketing/PR teams (5 people)
- Representing the company at events, exhibitions and commercial presentations
- Overseeing the account management and ensure excellent client relationships
- Supervising communication and marketing action plans
- Overseeing marketing campaigns
- Dealing with the Press
- Liaising with the General Manager to achieve targets and reporting regularly on your progress.

PROFILE:

- Fluent French and English, written and spoken
- Proven Marketing, Sales or Business Management experience in the UK
- Previous experience in team management
- Excellent organizational and time-management skills
- Strong interpersonal and communication skills

SALARY:

Between £150 and £190/day for a free-lancer or £40k/pa (3 days per week) pro-rated to the length of the contract.