



---

VoX International Inc. is looking for a Part-time *Administration Coordinator* to support

### **The German National Tourist Office**

#### **Responsibilities:**

- **Support the Director for the German National Tourist Office**
- Responsible for ordering, tracking, and inventory of marketing and sales supplies.
- Manage various CRM and reporting tools.
- Perform database maintenance by regularly updating key media and industry contacts as well as sales and marketing effort results.
- Provide planning and logistics support for events, industry briefings, presentations and meetings by researching venue, invitation management, setting up venue, organizing room layout, and dealing with the invitees.
- Image and content research for editorial content for press releases, newsletters and other communication vehicles.
- Monitor and report public relations results and media coverage.
- Support for the development of itineraries and travel for familiarization trips.
- Assist with the collection and analysis of market and competitor information.
- Assist with monthly, quarterly and annual reporting.

#### **The successful candidate will possess the following skills, experience and competencies:**

- Strong administrative and organizational skills with strong attention to detail
- Fully bilingual in German and English a must
- Excellent written and verbal communication skills
- Computer literate including good working knowledge of Microsoft office programs
- Experience working with CRM based systems desirable
- Effective team player with a positive and enthusiastic approach
- Ability to manage own time and input to deliver an agreed schedule of output
- Flexibility to prioritize work in response to ad hoc requests and unexpected developments
- Knowledge of Germany and its tourism product is an asset

This is a part-time position (2 days per week) and will report directly to the Director for the German National Tourist Office;

Please send your application to [vox@voxinternational.com](mailto:vox@voxinternational.com); no phone calls please; only qualified candidates will be invited for an interview.