



PR/086852 | Marketing and Events Assistant at a Medical Robotics Company in DUS (m / f / d)

募集職種

人材紹介会社

ジェイエイシーリクルートメントドイツ

求人ID

1512958

業種

デジタルマーケティング

雇用形態

正社員

勤務地

ドイツ

給与

経験考慮の上、応相談

更新日

2025年03月04日 18:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

COMPANY OVERVIEW

A Japanese leading company in the field of cutting-edge robotic solutions for healthcare. They started operations in Germany in 2020 and have a diverse team of 15 members in their office.

They are looking for a Marketing and Events Assistant for their team.

JOB RESPONSIBILITIES

- Oversee the events budget, assess outcomes against objectives, and derive insights for future improvements.

- Aid in the creation and distribution of event materials, such as invitations, flyers, and follow-up questionnaires for attendees.
- Coordinate all aspects of events with sales, marketing, and clinical teams to maximize attendance.
- Manage and maintain inventory of marketing supplies, corporate materials, and promotional items, ensuring adequate stock at events to enhance brand presence and support sales efforts.
- Work with marketing leadership to ensure successful and effective events for both patients and physicians.
- Develop standards and procedures for various marketing events, establishing best practices.
- Identify and participate in strategically important local, regional, and national conferences, trade shows, and other industry-specific events.
- Plan, coordinate, and execute comprehensive logistics and maintain a high-quality, budget-conscious presence at local, regional, and national conferences, trade shows, and events.
- Collaborate with on-site third-party vendors to ensure smooth and successful event outcomes.
- Implement and maintain project management tools for special event processes, including coordinating the events calendar.
- Monitor attendance and participation, manage the collection of assets and contacts, and facilitate appropriate follow-up after events.

JOB REQUIREMENTS

- Over 3 years of experience in a marketing or event organising related job.
- Proactive and able to anticipate needs.
- Experience working in an international environment.
- Willingness to face challenges and grow.
- Business-level proficiency in English and German is preferred.
- Driving skills are a plus.
- Good IT skills and proficiency in standard software (MS Office).
- German and English Business proficiency

BENEFITS FURTHER

- Hybrid working style (2 days per week with flex)
- Paid leave: 30 days
- Holiday bonus and 13th month's salary

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

会社説明