



MARKETING ASSISTANT (FIXED TERM CONTRACT 1 YEAR)

KEY RESPONSIBILITIES:

- Provide administrative and project support for a variety of marketing projects related to annual brand campaigns, launching new products, current portfolio management.
- Assist with the production of marketing promo materials and collateral (keep contact with the external suppliers/production/materials administration/packing/ delivery/follow-up).
- Help and support the marketing & sales team with the organization of medical events: meetings, symposiums, special events.

JOB REQUIREMENTS:

- Bachelor's degree in marketing, business, or related field preferred
- Strong written and verbal communication skills, both English & Romanian
- Basic knowledge of Microsoft Word, Microsoft Excel, Microsoft PowerPoint required
- Attention to details
- Time management skills
- Ability to handle multiple projects with varied timelines
- Ability to work effectively within a team and independently
- Self-driven & motivated to learn new things
- Problem solver attitude in a very competitive environment
- Integrity, tenacity and adaptability in complex situations and an often changing environment; able to handle pressure and commit to and respect deadlines

OTHER DETAILS:

- Location: Bucharest
- Department: Marketing, reporting to Head of Marketing

Applications/recommendations can be submitted at cariereromania@zentiva.com until January 22, 2021

#TEAM

