



MARKETING ASSISTANT

KEY RESPONSABILITIES:

- 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;
- Managing financial and statistical information within his/her area of responsibility;
- Introduces contracts, purchase orders and purchase requisitions in SAP;
- Manages the contracts and invoices in multiple internal dedicated software.

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 and time management skills;
- Ability to handle multiple projects with varied timelines;
- Ability to work effectively within a team and independently;
- Self-driven and 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;
- Previous experience working in SAP – is an advantage.

OTHER DETAILS:

- Location: Bucharest;
- Department: Marketing;
- Type of contract: external.
- Application: when apply please mention the position "Marketing Assistant" in e-mail subject.

Applications/recommendations can be submitted at cariereromania@zentiva.com, until **October 6th 2021**.

#TEAM

