

Marketing Administrative Assistant (100%)

Bio-Rad is an innovative company and thanks to its laboratory diagnostic systems, world leader in the field of blood group serology.

In this role, the Administrative Assistant will support the Marketing Director and Marketing Communication Manager with administrative tasks related to marketing & communication. The position serves as point of reference for issues related to international and national exhibitions as well as product and instrument trainings.

Your tasks

- General administrative support including correspondence and translation of documents of the IH Marketing Director;
- Maintain / update the IH Marketing Director calendar;
- Preparation of the staff Marketing Management meetings;
- Plan and arrange meetings, facility tours, video and phone conferences, internally or externally;
- Travel arrangements and travel Expenses;
- Arrange travels, logistics and responsible for the on-site-support for visitors (Bio-Rad Management, auditors etc.);
- Additional support provided to our support department;
- Support coordination of the international and regional exhibitions and other events;
- Support coordination for the organization of Global Marketing Meetings;
- Responsible for purchasing tasks and expenses (PR & PO, P-Card, Concur).

Your profile

- You have a commercial apprenticeship with high qualified skills in administration;
- You have a first experience in a professional Marketing assistant experience;
- You have some experience in event coordination and organisation;
- You are fluent in English, German and French.

Our company is involved in the supply of high-quality products and services intended for diagnostic laboratories. Independence, innovation and commitment are the fundamental values that permeate our company culture, as well as a strong orientation towards our customers and a multicultural environment.

If you feel attracted to this unique opportunity and you would like to take on new challenges, we would like to get to know you. Please forward your complete application (application letter, CV, copies of work certificates and diplomas/degrees, etc.) to the address given in the advertisement.