

Job Title: Marketing Assistant
Department: Sales & Marketing
Reports To: V.P. Sales & Marketing

SUMMARY

Due to company growth Biologica Technologies is looking for a motivated Marketing Assistant to join our exciting team. This individual must be a team player, have great attention to detail, and thrive in a fast-paced environment.

- Provide a high standard of proactive, dedicated administrative support for the Sales and Marketing team.
- Coordinating internal and external meetings and events.
- Assisting the team in coordinating and compiling presentation materials.
- Partnering with marketing on the delivery of marketing collateral and support.
- Managing expenses, quotes, invoices and POs.
- 3rd party conference management support.
- Involvement in marketing projects and exposure to marketing fundamentals.

QUALIFICATIONS:

- Bachelor's degree in a related field
- Minimum two (2) years marketing, admin/support or other related industry experience
- Medical Device, Biotech, or Pharma experience a plus
- PC proficiency in Salesforce, Outlook, Word, Excel and PowerPoint
- Ability to thrive in fast-paced environment where change is the only constant
- Team player with extensive experience in working in cross-functional teams
- Demonstrated analytical skills, attention to detail, and excellent communication skills

This is a full-time position with a competitive salary and benefits package.

Please send resume and cover letter to hr@biologicatech.com