



Occlutech is a leading provider of minimally invasive structural heart disease implants, with a mission to improve life for people with heart conditions, collaborating with leading healthcare professionals to design, manufacture and commercialize best in class cardiac devices addressing congenital heart disease, stroke prevention & adult intervention and heart failure. Occlutech has a broad and proven portfolio, based on proprietary technology, and over 200 patents with more than 160,000 products sold. The company markets and sells its products in circa 85 countries and has around 320 employees.

www.occlutech.com

About the position

We are now hiring a new colleague to our Global Marketing Team!

The Marketing team is committed to commercialize the Occlutech product portfolio. We work closely with healthcare professionals to develop and deliver marketing collateral and activities that meet their needs.

As Marketing Coordinator, you have a key role in the team. You coordinate and manage activities which support business growth and participate in the administration of marketing budgets and coordinate and execute a range of marketing activities including tactics such as digital marketing as well as offline tactics including printed marketing collateral.

As we are a global organization, you will have daily contact with colleagues and business partners all over the world.

The position reports to the Marketing Director and is based in Helsingborg.

Main responsibilities

- Organizes practicalities, such as booking hotels, meeting rooms, meals etc. for all meetings hosted by the marketing team, including but not limited to internal - and external workshops, advisory boards, conferences and internal team meetings.
- Monitors budgets by comparing and analyzing actuals with plans and forecasts monthly.
- Manages the availability of marketing collateral at the office in Helsingborg and keeps promotional materials ready by coordinating requirements with the Marketing team and sales force - inventorying stock, placing orders, and verifying receipt.
- Organizes shipping and returns of marketing material for all Marketing events, in coordination with the event manager.
- Supports the Marketing team in the creation of Marketing newsletters and other communication material.
- Format information for internal and external communication – memos, emails, presentations, reports.
- Provides administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on behalf of the Marketing team.
- Takes meeting minutes upon request.
- Makes travel arrangements for Marketing & Business Development leadership when needed.



Skills and experience

- 3-5 years' experience as executive assistant or from other relevant administrative roles.
- Minimum High School degree
- Diploma or certification in administration is a plus.
- Experience from working in Medical Devices or other regulated businesses is also a plus.
- Fluent in English, both spoken and written.
- Professional level verbal and written communications skills.
- Outstanding organizational and time management skills, including a proactive approach to problem-solving and strong decision-making skills.
- Able to meet deadlines in a fast-paced & quickly changing environment.
- Pays attention to details and has strong and demonstrated problem-solving abilities.
- Excellent MS Office knowledge and proficient in Adobe InDesign, Adobe Photoshop & Adobe Premier Pro as well as in the administration of WordPress, MailChimp and/or other Marketing Communications platforms
- Applies discretion and confidentiality.