

Marketing Event Coordinator and Administration Support – China

SCIENION is Germany based company, leading manufacturer of ultra-precise, robust, high performance dispensing automation equipment within the life-science and diagnostic field. Our systems are used from early R&D activities to industrial high throughput manufacturing of innovative diagnostic devices and biosensors. We also offer assay development and contract manufacturing services, offering a spectrum of full solutions involving the full manufacturing process.

Scienion is experiencing rapid growth and are seeking a Marketing Event Coordinator and Administration Support based in China.

The Candidate will be responsible for coordinating trade shows, conferences, exhibitions, workshops and other marketing events in in China, Hong Kong and Taiwan to promote the Company's products and services. The Candidate will also support the China team for logistic and administrative matters. The Candidate will work within a team and have the task to help the team to succeed in achieving sales targets. Performance will be measured on team sales goals, number of new qualified prospects, and number of events. The target will be discussed every year with the manager based on a performance appraisal review.

This position will be Shanghai based and will report to the VP Asia Operations & Industrial Solutions of SCIENION.

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Job Description

- Organize and manage promotional events (trade shows, conferences, exhibitions, workshops) from start to finish including but not limited to registration, vendor relationships, booth logistics, sponsorships, prospects invitation, invoicing and more.
- Identify and propose the most impactful events for our Company to attend through market and competitor analysis. Define the event budget, tracking and reporting costs associated with every event.
- Work closely with the Global Marketing Team to define and execute event strategies for social media, email recruitment and overall brand awareness.
- Actively support the implementation of the marketing and sales strategy in China.
- As the internal team assistant, coordinate logistics and administrative tasks as required, and coordinate communication between the Germany-based headquarters and the China Team.
- Actively represent the company at conferences, trade shows and other events.
- Travel up to 50% of the time required in China and abroad.
- Participate in internal training – mainly in Europe.

Candidate profile:

- Experience in event planning and marketing communications. A background or experience in the diagnostic or life sciences industries would be beneficial.
- Excellent interpersonal, verbal, and written communication in both English and Chinese are essential.
- Highly organized with an ability to manage tasks in independent mode.
- A self-starter, working well with and without supervision and showing personal responsibility.
- Strong problem-solving skills and ability to multitask.
- Experience in administration, logistics, and customs clearance is a plus.

- Energetic and passionate about events and marketing.
- Strong work ethics and high work standards.
- Results-driven, proactive team player capable of working independently and in groups.
- Valid passport and willingness to travel domestically and internationally as permitted (up to 50% of time).
- Work or study experience in Europe or USA would be beneficial.

About you:

You are passionate about marketing and events, and you like to think outside of the box and run with every little detail that goes into making your task successful. You have a "can-do" attitude, enjoy multitasking, and have an impressive ability for paying attention to the details. You are motivated by the idea of being a part of a team working to change the future of diagnostics. You enjoy challenging yourself, and view travelling and attending events as an exciting opportunity.

Candidates with a high level of commitment and initiative are encouraged to apply.

Please send your CV and cover letter by email to hr@scienion.com.