



Are you a passionate marketer?  
Then we look forward to have you join our team  
in Basel, Switzerland!

## International Marketing Project Manager

### Job Summary

You are an experienced marketer bringing drive and innovation for new marketing communications, on and offline.

One primary role is to support the team in marketing content management, by coordinating the production of marketing assets that are used for all mediums at a global level.

In addition, you will further develop our e-learning platform. This involves coordinating the build with developers, ensuring the CMS back-end is user friendly with easy adoption for our international subsidiaries. You will be responsible for staff-usage training of the system, content management as well as the marketing rollout internationally.

You have proven PR-communications skills and are a talented writer that enables you to produce newsletters, smaller success stories, product descriptions, press releases and articles for print.

Working in a global team, you will be liaising and supporting our global network of distributors and subsidiaries in their local marketing efforts.

Experience in graphics design using InDesign and content creation is a plus. Experience within the medical device or pharmaceutical industry desired but not mandatory.

The position is located in Basel, Switzerland and will report to the Head of Global Marketing Communications.

### Your Profile

- BA or similar degree ideally Marketing or Business degree
- Minimum 2 years proven experience as an executive assistant or other relevant administrative support experience in a marketing or commercial function
- Familiar working in a global environment
- In-depth understanding of entire MS Office suite
- Proficient written and spoken English

- Proficiency in German a plus
- Enthusiasm about new challenges
- Ability to multitask and prioritise tasks, well-developed organisational skills. Stay focused under pressure.
- Collaborative and supportive mindset, pragmatic and resourceful

### Duties and responsibilities include but are not limited to

- Co-ordination the build, content maintenance, internal training and roll-out of our e-learning platform
- Co-ordination of content marketing production with our Brand Managers and creative teams
- Monitoring the publishing/uploading/distribution of media generated are done in a timely manner
- Ensuring compliance with content production approval processes
- Create editorial copy for publishing on various communication channels, including print media, newsletters, etc.
- Act as a point of contact for general country inquiries from our subsidiaries and distributor network
- Provide general administrative support incl. the coordination and maintenance current databases & filing systems, and initiate ongoing process improvements

### Your prospects

A challenging job with a global company that offers an exciting, team-orientated working environment, with attractive employment conditions.

Think you can strengthen our team? We look forward to receiving your application.

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