



To further strengthen our team in Basel we have an immediate opening for an

## Assistant Global Marketing Communications & Distributor Support (m/f/d)

### Job Summary

You are an experienced and passionate organization talent which loves to work in a vivid international team. You have an interest in developing your abilities in marketing communications. In this function, you are responsible to improve the marketing support for our subsidiaries/distributors, participate in the creation of corporate communications initiatives, and administer our marketing assets in close cooperation with your colleagues. We are looking for a colleague with empathy, high social competence, entrepreneurial thinking and team spirit.

### Your Profile

- Minimum 3 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
- Knowledge and interest in social media
- In-depth understanding of entire MS Office suite
- Enthusiasm about new challenges
- Fluent written and spoken English and German, with good writing, editing and proofreading skills
- Great verbal and written communication skills
- Ability to multitask and prioritise tasks, well-developed organisational skills
- Collaborative and supportive mindset, pragmatic and resourceful

### Responsibilities

- Provide marketing support to our global distribution network and act as a point of contact for general country inquiries
- Coordinate / maintain current marketing databases (Media Asset Management), and initiate ongoing process improvements
- Manage e-learning programs, webinars, and trainings together with external partners
- Drive editorial planning and regular publishing of distributor newsletter and participate in creation of internal media, like employee magazine
- Support and coordinate content generation and publishing

### Your Prospects

- Challenging job in an exciting environment
- International employer with team-oriented working atmosphere
- Attractive employment conditions

**Do your professional and personal qualifications match our requirements? We look forward to receiving your application [www.camlog.com/apply-online](http://www.camlog.com/apply-online).**

### CAMLOG Biotechnologies GmbH

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At BioHorizons Camlog, we produce innovative products for implant dentistry. With our comprehensive portfolio of implant systems and biomaterials, we are one of the global market leaders. We owe this position not only to customers who value us as a reliable partner, but also to our highly motivated teams. They ensure the continuous development of our products and processes as well as building long-lasting relationships with our customers, partners, and stakeholders.