

Biomapas is a functional and full outsourcing solution provider to the global life science industry, with key expertise in Clinical Trials, Regulatory Affairs and Pharmacovigilance. With headquarter in Lithuania and offices in Switzerland, Russia, Georgia, Ukraine and Sweden, Biomapas operations are spread over 4 continents, concentrated in Europe, Russia and former CIS region.

Biomapas is looking for an enthusiastic Marketing / Business Development Assistant to join our Business development team and take responsibility for planning/executing marketing and BD activities.

Key role responsibilities include but not limited to:

- Work with Chief Commercial Officer and Assoc Director of Business Development to complete annual Marketing Plan.
- Ensure implementation of Marketing Plan.
- Meet or exceed marketing KPIs and report monthly on progress against KPIs.
- Support business development in the generation of leads and lead conversion.
- Maximise brand awareness through website content, SEO, use of social media channels and PR, marketing collateral, exhibition stands, advertising, press releases etc.
- Ensure consistent, high quality company communications in line with strategy.
- Liaise with PR companies, graphic designers, printers and website designers.
- Support production and delivery of content marketing collateral on a regular basis.
- Help maintain the CRM system.
- Help organise and manage events attended or hosted by Biomapas.
- Help prepare e-marketing campaigns.
- Organize and ensure adequate supply of marketing collateral (exhibition booth, gadgets, documents etc.).
- Ensure timely booking of travel and accommodation as well as shipment of equipment for business development purposes for conferences.
- Follow industry news and trends, competition, etc with a view to doing more targeted marketing.
- Develop and ensure company wide use of corporate style guide and templates.

Key role requirements:

- Bachelor's Degree in Marketing, Business, Communications or related field.
- Fluent written and spoken English.
- Ability to use MS Office Suite, especially PowerPoint.
- Ability to prepare reliable documents accurately.
- Results oriented.
- Energetic.
- Creative.
- Accurate.

Please apply by sending your CV to personalas@biomapas.eu

For more detailed information please do not hesitate to contact by telephone +370 37 366307.

Thank you for attention! Kindly inform that only selected candidates will be contacted.