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## Expert Consultant – Marketing Department

### - JOB DESCRIPTION -

**Title:** Expert Consultant

**Department:** Marketing Department

**Directly Reports to:** C.O.O

**Company Profile:** Obelis s.a is a quality driven, service oriented company, with over 28 years of experience in Quality Assurance and EU Regulatory Affairs. Providing consultancies on medical devices, cosmetics and other consumer goods - we believe in making manufacturers better through compliance and making safe products available on the market.

**Objective:** To contribute to the smooth operation of the Marketing Department as well as support the department's and team's performance, KPIs and daily activity.

#### **Main Duties:**

1. Provide professional, high level and smooth client service;
2. Perform various Marketing work associated with the Marketing department (Exhibition & Event Coordination, Digital Campaigns & advertising, Website updates and link sharing, SEO & SNO activities, Marketing Materials, etc) at the highest level;
3. Follow-up on tasks assigned to him as well as coordinate tasks assigned to a small team (more than 5);
4. Ensure marketing and business research on new market opportunities;
5. Support the development and design of a new method, system and resource;
6. Support preparations for Management & Board Meetings;
7. Assistance to Managers, Department Managers and/or Unit Directors;
8. Provide internal trainings on department related matters;
9. Contribute to online and offline publications;
10. Contribute to the implementation of ISO 9001:2008 and ISO 13485:2003;
11. Participate to Obelis events;

## Requirements

### **Education**

- BA degree / MIM-Programs in Marketing, or Communication (MA, MSs, MCom)

### **Experience**

- 4 to 6 years professional experience in the field of Marketing and/or Communication
- Previous professional experience in maintaining a website and digital online strategies.
- Previous professional experience in EU affairs and events organization – an advantage.

### **Language(s)**

- Fluency in English (written & oral) ;
- Fluency in French (written & oral) – an advantage;

### **Computer Skills**

- Proficiency at Microsoft word, Excel, PowerPoint, Outlook
- Proficiency at WordPress Content Management System (CMS)
- Good knowledge of design programs including Photoshop, Dreamweaver and InDesign – an advantage

### Desired skills & Competencies

- Ability in developing marketing strategies
- Excellent communication, negotiation and presentation skills
- Problem solving and analytical skills
- Ability to study, absorb & analyse information;
- Ability to prioritize, coordinate and manage tasks;
- High adaptability, flexibility and dedication supported by a positive 'can-do' attitude;
- Excellent time-management skills;
- Ability to assume responsibilities;
- Ability to structure workflow within a team;
- Ability to take own initiatives;
- Ability to motivate team members;
- Be able to and willing to travel in / out of the European Union;