



**Registered Address**  
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## Marketing Consultant

**Department:** Marketing Department

**Directly Reports to:** Department Manager / Unit Manager / Board.

**Company Profile:** Obelis s.a is a quality driven, service oriented company, with over 29 years of experience in EU Regulations. 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.

**Company vision:** We create compliance for safer markets

**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. Should follow-up on the tasks assigned to him/her as well as coordinate the tasks assigned to a small team (up to 3 people);
4. Contribute to marketing and business research on new market opportunities;
5. Support online and offline publications;
6. Contribute to the implementation of ISO 9001 and ISO 13485;
7. Provide ah-hoc assistance to the Unit;
8. Participate to Obelis events;

## Requirements

### **Education**

- BA degree in Marketing, Communication or similar discipline.

### **Experience**

- 3 - 4 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;

### **How To Apply:**

Please send your CV **in English**, attached to a short motivational letter outlining your suitability for this position, to the following e-mail address: **career@obelis.net** including 'Marketing Consultant' in the subject.

### **Early application is recommended.**

*Every CV will be carefully reviewed, however due to volume of applications only successful candidates will be contacted.  
Obelis is an equal opportunities employer and supports workforce diversity.*