

Team and Marketing Assistant (m/f/d)

Position: full-time, permanent

Location: Bad Homburg v.d. Höhe

Starting date: as soon as possible

Who are we?

MYR Pharmaceuticals is a young German biotech company based in Bad Homburg. Our team office is international and dynamic, and we value flexibility and teamwork, as we believe they are the key to success. We are continuously working on creating a comfortable workplace in which ideas are shared and discussed freely. Our lead product, bulevirtide, has a unique and innovative mechanism of action of HBV/HDV entry inhibition. Bulevirtide has received PRIME status (Priority Medicines) at the EMA (European Medicines Agency) and breakthrough designation for treatment of chronic Hepatitis D at the FDA.

What are we looking for?

MYR Pharmaceuticals is growing and developing rapidly. Therefore, we are looking for more colleagues to strengthen our team! Our lead product, HEPCLUDEX® (bulevirtide) just been launched. In order to get support for our team and marketing activities, we are looking for a Team and Marketing Assistant (m/f/d).

Your tasks

As a Team and Marketing Assistant, your area of responsibility would include:

- Supporting the marketing department in organizing various projects
- Conducting market research
- Providing professional assistance to the department management and the whole team, in order to ensure a smooth workflow of all tasks within the team
- Assist with the marketing material generation and update
- Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success
- Prepare and deliver promotional presentations
- Compose and post online content on the company's website and social media accounts

- Undertaking daily administrative tasks to ensure the functionality and coordination of the departments' activities
- Act as a contact point for all the team members
- Scheduling and coordinating meetings
- Assisting the department management (calendar maintenance and tracking, appointment overview)

- Supporting the travel arrangements, including inquiries for travel request, transportation and accommodation
- Assist the department with placing purchase orders
- Correspondence with the IT service (planning, problem-solving)
- Have an overview of the ongoing projects and events

Your profile

The following qualifications are required for you to be eligible for this position:

- Completed education in the field of cross-cultural communication/economics/business administration or comparable
- Excellent communication and interpersonal skills
- Team spirit, intercultural awareness and openness for an international working environment
- Exceptional planning and organizational skills
- Good MS Office skills (Word, Excel, PowerPoint, Outlook)
- Fluency in English and German (written and spoken)
- Independent and well-structured working style
- A hands-on, can-do attitude
- Service-oriented, approachable, ability to learn quickly and adoptive to a fast working environment

What we offer

At MYR Pharmaceuticals we are looking for unique employees for our unique product. In our team, instead of building walls between different departments, we tear them down together.

In order to make you feel great working with us, we offer:

- A permanent position with the opportunity to develop quickly within the company
- An attractive fixed salary

If this sounds interesting to you, and you see yourself as a part of our team, please get in touch with us without hesitation! Please send us your CV, letting us know which position you are applying for. We are looking forward to meeting you!

For any further information, please do not hesitate to contact us via the E-Mail address which you can find below.

Contact person: Maja Gaspar

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