

Marketing Fulfilment Coordinator (0 EUR)



Locatie **Noord-Holland, Amsterdam**
<https://www.advertentieX.nl/x-793152-z>

For one of our relations, we're looking for a Marketing Fulfilment Coordinator. The company is working in the medical devices industry internationally. Summary of Duties Performs a variety of clerical/administrative functions to support the timely execution of marketing plans and projects. Tasks - Coordinates various personnel and administrative forms for the office and forwards them for processing;



Assures that proper clearances have been obtained, when needed, for various tasks or communication;
 May prepare and sign routine, non-technical correspondence in own or supervisor's name;
 Responds to telephone calls and emails from the sales force and other internal personnel;
 Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures;
 Monitors and maintains regular inventory counts of product brochures, giveaways, product samples, etc.
 Responds to requests concerning literature, giveaways, product samples and other collaterals;
 Assists with trade show shipments and gathering various materials;
 Prepares and sends out FedEx/ UPS shipments;
 Collects information from files or staff for routine inquiries on staff programs or periodic reports and refers non-routine requests to supervisor or appropriate staff;
 Performs other related duties and tasks as required.

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Salary and Benefits

We offer you a diverse position within a fast-growing international company, specialised in the development and production of medical devices. You will be working in a dynamic and enthusiastic international team. The company offers you a fulltime job for the long-term, with a competitive salary and some nice benefits. If you have any questions regarding this position, please don't hesitate to contact.