

JOB SUMMARY

MARKETING ASSOCIATE

We are seeking a Marketing Associate whose primary responsibility will be to provide administrative support to the marketing department. Other duties include the following:

- Coordinate collateral translations for OUS marketing efforts.
- Interface directly with sales organization by coordinating the shipment of marketing collateral.
- In conjunction with marketing management, coordinate the product marketing information infrastructure, ensuring that content is up-to-date and easy to access for the entire organization.
- Manage the production of marketing materials.
- Work with the Quality Assurance department to efficiently comply with the document control process for all marketing collateral.
- Ensure that expenditures meet budgetary requirements.
- Develop and issue periodic marketing reports.
- Complete expense reports for marketing staff.
- Schedule marketing meetings.

Qualified candidates must possess the following:

- Bachelor's degree preferred.
- Minimum of one year related experience.
- Excellent communication and interpersonal skills.
- Proficiency with Microsoft Office Suite.

Send your resume to: careers@viveve.com