



## PR/086852 | Event Management Specialist in Düsseldorf (m / f / d)

### Job Information

**Recruiter**

JAC Recruitment Germany

**Job ID**

1537929

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Germany

**Salary**

Negotiable, based on experience

**Refreshed**

May 1st, 2025 20:06

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### COMPANY OVERVIEW

A Japanese leading company in the field of cutting-edge robotic solutions for healthcare. They started operations in Germany in 2020 and have a diverse team of 15 members in their office.

They are looking for a Marketing and Events Assistant for their team.

#### JOB RESPONSIBILITIES

- Oversee the events budget, assess outcomes against objectives, and derive insights for future improvements.
- Aid in the creation and distribution of event materials, such as invitations, flyers, and follow-up questionnaires for attendees.

- Coordinate all aspects of events with sales, marketing, and clinical teams to maximize attendance.
- Manage and maintain inventory of marketing supplies, corporate materials, and promotional items, ensuring adequate stock at events to enhance brand presence and support sales efforts.
- Work with marketing leadership to ensure successful and effective events for both patients and physicians.
- Develop standards and procedures for various marketing events, establishing best practices.
- Identify and participate in strategically important local, regional, and national conferences, trade shows, and other industry-specific events.
- Plan, coordinate, and execute comprehensive logistics and maintain a high-quality, budget-conscious presence at local, regional, and national conferences, trade shows, and events.
- Collaborate with on-site third-party vendors to ensure smooth and successful event outcomes.
- Implement and maintain project management tools for special event processes, including coordinating the events calendar.
- Monitor attendance and participation, manage the collection of assets and contacts, and facilitate appropriate follow-up after events.

#### **JOB REQUIREMENTS**

- Over 3 years of experience in a marketing or event organising related job.
- Proactive and able to anticipate needs.
- Experience working in an international environment.
- Willingness to face challenges and grow.
- Business-level proficiency in English and German is preferred.
- Driving skills are a plus.
- Good IT skills and proficiency in standard software (MS Office).
- German and English Business proficiency

#### **BENEFITS FURTHER**

- Hybrid working style (2 days per week with flex)
- Paid leave: 30 days

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

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Company Description