

**Biomapas** is a functional and full outsourcing solution provider to the global life science industry, with key expertise in Clinical Trials, Regulatory Affairs and Pharmacovigilance. With headquarters in Lithuania and offices in Switzerland, Russia, Georgia, Ukraine, Poland, Kazakhstan and Sweden, Biomapas operations are spread over 5 continents, concentrated in Europe, Russia and former CIS region.

**Biomapas** is looking for a **(Junior) Marketing Specialist** to join our Business Development team and support our marketing activities globally.

#### **Role responsibilities:**

- Work with Chief Commercial Officer and Director of Business Development and Marketing to complete annual Marketing Plan;
- Ensure implementation of the Marketing Plan;
- Meet or exceed marketing KPIs and report monthly on progress against KPIs;
- Support business development in the generation of leads and lead conversion;
- Maximise brand awareness through website content, SEO, use of social media channels and PR, marketing collateral, exhibition stands, advertising, press releases etc.;
- Ensure consistent, high-quality company communications in line with strategy;
- Liaise with PR companies, graphic designers and website designers;
- Support production and delivery of content marketing collateral on a regular basis;
- Help maintain the CRM system;
- Help organise and manage events attended or hosted by Biomapas;
- Help prepare e-marketing campaigns;
- Organize and ensure an adequate supply of marketing collateral (exhibition booth, gadgets, documents etc.);
- Ensure timely booking of travel and accommodation as well as shipment of equipment for business development purposes for conferences;
- Follow industry news and trends, competition, etc. with a view to doing more targeted marketing;
- Develop and ensure company-wide use of corporate style guide and templates.

#### **Role requirements:**

- Bachelor's Degree in Marketing, Business, Communications, or related field;
- Fluent written and spoken English;
- Ability to use MS Office Suite, especially PowerPoint;
- Ability to prepare reliable documents accurately;
- Results-oriented;
- Energetic, Creative, Accurate.

In Biomapas, you will find a supportive work environment with a guarantee for professional and personal development, as well as a competitive salary, benefits and many more initiatives that will make your daily office life comfortable.

Please apply to [hr@biomapas.com](mailto:hr@biomapas.com)

Thank you for your attention.

**Be kindly informed that only selected candidates will be contacted.**