

Communications and Events Officer (H/F)

The Company

KOELIS is a French medtech company, founded in 2006. KOELIS designs, develops, manufactures and sells computers assisted surgery platforms. The company is present in the urology market of prostate cancer. Innovating constantly, KOELIS has already created 3 platforms: Urostation in 2009, Urostation Touch in 2014 and Trinity in 2015. KOELIS already has more than 100 clients in the world, and has helped more than 100 000 people with its products. Certified for Europe, USA, Canada, Japan and Australia's markets, KOELIS has reached the goal of becoming an international model for diagnostics and targeted treatment of prostate cancer.

Your Missions

Inside the marketing department , you will assist the Communications manager in its various projects.

Responsibilities include:

- Manage external communication around events and conferences
- Creating artwork visuals (brochures, Banner ..)
- Creating email campaigns to a large pool of stakeholders
- Day to day management of the website
- Contributing to the digital communications strategy
- writing/editing press releases and other PR and marketing materials

Qualification

- Excellent spoken and written English is essential (Native speaker Preferred)
- 1 year of relevant experience in communication preferably in an entrepreneurial setting.
- Excellent IT skills in main design software packages (Adobe Creative Suite: InDesign, Illustrator, Photoshop and Microsoft Office: Word, Excel, PowerPoint) are essential.
- Strong communication skills (written and oral).
- Ability to work independently and as part of a team
- Proven ability to work to deadlines

Détails

Full Time job (37h) - CDI
Date : Septembre
Location : Meylan (FRANCE)
Salary : 22 K€ - 26 K€