

## **Sales & Marketing Operations Assistant W/M**

**Are you organized, resourceful and result-driven ? Would you like to participate in the daily sales & marketing operations of a growing medtech company and help improve the lives of thousands of patients? Keep reading, you have come to the right place!**

In order to support our **Global Sales and Marketing team**, we are looking for a **Sales & Marketing Operations Assistant** to join the team in **Paris (partial remote work possible)**.

### **ABOUT DIABELOOP**

Created in 2015, Diabeloop brings together the personality, the passion and the skills of more than 130 talented individuals (Jan. 2022), in France (Grenoble and Paris) and internationally (Germany and USA). All of them feel empowered by the same mission:

- make our innovations accessible to people living with Type 1 diabetes ;
- unload their heavy mental burden

Since 2021, we have effectively commercially launched DBLG1 System, an Automated Insulin Delivery system to automate and personalize the treatment of Type 1 diabetes.

We have more products in the pipeline with an ambitious growth plan to extend our international footprint.

### **ABOUT THE JOB & RESPONSIBILITIES**

**Location:** Paris (rue de la Boétie, inside Le Village by CA)

**Type of contract:** permanent - full time

**Start date:** March 2022 (ASAP)

**Compensation:** depending on profile

**Traveling :** occasionally for events

As our Sales and Marketing Operations Assistant, you will be responsible for supporting the Global Sales and Marketing team with their daily business operations and administrative tasks.

In addition to your own team, you will be working closely with a wide range of departments, such as Training, Quality, Communication, Finance and external partners.

Your duties will include the following :

#### **Marketing support:**

- Coordinate congresses/events logistics (booking space with clinical conference organizers, registrations, liaising with the communication team for booth creation...)
- Support the Sales and Marketing team with the development of product promotional materials: brief to external agencies, project management & printing
- Support the marketing team in preparing email campaigns
- Coordinate the management of our healthcare professional clinical exchange platform provider

#### **Sales / Business development administration support:**

- Create and submit the files for mandatory declarations to French authorities (CNOM, transparency) in coordination with our Legal Advisor and our Finance team
- Support the sales and training team with the organization of trainings and customers events

- Support the Sales and training team with process of customer training records and certificates

#### **Other complementary tasks:**

- Provide help with the Paris Office management in coordination with the Grenoble Office manager (office supplies, ID card creation for new employees...)
- Contribute to key improvement initiatives within the Sales and Marketing team (new tools, processes...)

### **ABOUT YOU**

You have an education background in Sales/Marketing (Bac+3 or Bachelor) and at least 2 years of relevant experience in a Sales and Marketing Operations or administration role, ideally in a startup environment.

#### **Technical skills**

- Experience in field marketing actions such as event organization, marketing campaign deployment and follow-up...
- You demonstrate strong IT skills, particularly in the use of the MS Office suite (PowerPoint/Excel) or equivalent
- Previous experience of at least one CRM software and digital events/webinar tools
- Fluency in French and English - third European language a plus

#### **Essential qualities to perform this job**

- You have strong project management and organizational skills with a detail-oriented mindset
- You have excellent communication and collaboration skills
- You are a doer - autonomous, proactive, and keen on proposing new ideas
- You enjoy working on a team and helping out when needed
- You don't shy away from administrative - and somewhat repetitive - tasks

#### **Icing on the cake (not a prerequisite but certainly a plus)**

- Experience in the Life Science industry
- Experience with handling DMOS (French Sunshine Act)

### **WHAT WE HAVE TO OFFER**

- A company mission that brings meaning and added value to people living with diabetes and their families
- The adventure of a growing scale-up, where much is still in the making
- Great synergy and solidarity among teams
- An opportunity to enjoy autonomy in your work and to contribute proactively to team projects
- Agility and flexibility as the cornerstones of our work environment and culture
- Possibility to work remotely (Home office policy)

## **ABOUT THE INTERVIEW PROCESS**

- Call with Marjolaine, Talent Acquisition Specialist
- Meeting with Capucine, Head of Marketing and Cécile, Chief Commercial Officer
- Practical case : presentation/synthesis exercise

Phone, video or in person interviews in our offices? Diabeloop can adapt to any situation. In light of the current context, videoconferencing is our preferred option to meet with you.

**Does this sound like you? If you want to join a company that gives meaning to your work, [apply now!](#)**

**For more information about Diabeloop and our products, take a look at our website: [www.diabeloop.com](http://www.diabeloop.com)**