

Project Coordinator

Reports to: CMO
Duration: 6 months

Type of contract: Maternity Cover, Part-time

Start date: 01/09/2022

About us

Lunaphore Technologies is a company born with the vision of accelerating cancer research by making spatial biology mainstream in every research laboratory. We build solutions that simplify technology adoption for discovery and translational research laboratories and empower researchers to develop better-targeted treatments for cancer and other diseases.

To strengthen the marketing function, we are looking for a highly motivated and dynamic individual to join our team!

Your Missions

Main responsibilities

- Keep up to date with all ongoing marketing activities
- Track progress and liaise with team members on events implementation and follow up
- Coordinate release of new marketing materials
- Review and track marketing campaigns in liaison with Product Marketing Specialists
- Manage releases of internal newsletters in close collaboration with the Communications team
- Facilitate and coordinate cross-functional meetings and interfaces with other departments
- Keep a record of all marketing spending activities and update monthly budgets with input from Heads of Marketing and Product Management
- Support the CMO with ad-hoc projects, incl. team meetings, and team-building events

Your ideal profile

- Master's degree in a technical/scientific field or business field
- Experience in project coordination/management, budgeting, analysis
- Experience with marketing and projects is a strong plus
- Experience using Project Management methodologies and tools
- Must be independent, "self-starter" attitude in a very dynamic environment
- Fluency in oral and written English is a must, French a plus

What we offer

- A dynamic company where you can have a real impact
- An environment where you will be able to grow both professionally and personally
- Collaborate every day with a young, interactive, and motivated team
- A diverse and international working environment

Are you passionate about making spatial biology mainstream and empowering researchers? Us too!
Send us your complete application through human.resources@lunaphore.com