



Job Title: Marketing Coordinator

Department: Marketing

Reports To: Chief Marketing Officer

CeQur® Corporation develops and commercializes a discrete, simple-to-use and wearable insulin delivery device that easily integrates into patients' daily lives. CeQur Simplicity™ is a 3 Day Insulin Patch designed to reduce the barriers and challenges of multiple daily injections to enable people with diabetes to achieve glycemic targets. CeQur Simplicity™ is FDA cleared and CE marked.

At CeQur, we aim to provide solutions to people with diabetes that are profoundly simple and clinically effective. We are gaining tremendous momentum already and have built a leadership team and Board that comprises of accomplished and respected industry experts. We are looking for like-minded A+ team players to join our team to help make a difference and build a legacy while driving penetration of our therapies. CeQur values a collaborative and creative mindset, where each team member is encouraged to contribute to our processes, decisions, planning and company culture.

Position Overview:

This position is responsible and accountable for supporting the Marketing and Commercial organization in various areas of the business including the promotional review process, conventions planning and logistics, management of all marketing collateral, peer-to-peer speaker program planning and logistics, and supporting marketing initiatives as needed.

Responsibilities:

The Marketing Coordinator will be responsible for:

- Lead the Promotion Review process including developing the weekly agenda, ensuring all materials are submitted on time, approvals are routed through system, capture all comments and annotations, and ensure pieces are updated appropriately.
- Assist with the management of peer-to-peer speaker programming, logistics, compliance, reporting, invoicing, etc.
- Own logistics and planning for all conferences and customer visits including coordination of attendees, registrations, hotel needs, and attend all conferences to manage set up, booth materials, coverage and break-down.
- Partner with Agency to execute content calendar and develop fresh Social Media content.
- Generate reports related to Direct to Consumer, Health Care Provider campaigns, analyze data, identify and report on trends.



- Develop Customer Survey (CSAT and NPS) process including cadence of surveys, compile and prepare reports and dashboards and identify data trends
- Manage relationship with print and warehouse partner ensuring all materials are in stock, up to date and shipped as needed
- Prepare promotional / marketing materials as needed (including presentations, videos etc.)
- Supporting Marketing team in daily administrative tasks

Education and Experience Minimum Requirements:

- Bachelor's degree and a minimum of 3 years of Marketing Assistant/Coordinator experience with a successful track record.

Preferred Skills and Competencies:

- Prior administrative or marketing experience in medical device or pharmaceutical industry; specialty of diabetes, strongly preferred.
- Excellent communication skills, both oral and written.
- Ability to function in a fast-paced start-up environment; results and detailed oriented.
- Team-player with experience in dealing directly with advertising agencies.
- Proficiency with Microsoft Office

Requirements:

- Ability to work from home (remote role)
- Travel up to 20%
- Requires sitting and standing associated with a normal office environment
- Manual dexterity is needed for using a calculator and computer keyboard
- Light lifting may be required