

MARKETING

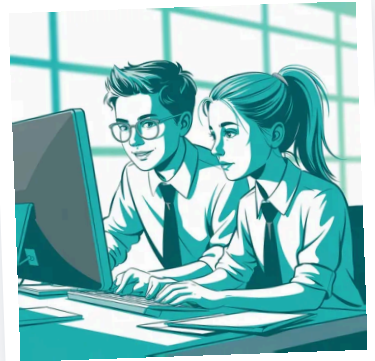
Marketing Assistant (m/f/d)

Your contribution to our success – structured, digital, responsible

Herten, Germany

Full-time / Part-time

immediately



You are structured, tech-savvy and want to make sure everything runs smoothly behind the scenes? Then you are in exactly the right place! We are looking for a motivated person who optimises processes with modern tools and actively supports our company.

In the back office you keep day-to-day business running, support the marketing team and use modern tools to make workflows more efficient. As marketing assistant you are responsible for operational, administrative and organisational marketing tasks.

— Content management and uploads

- ✓ Maintaining and updating content on the website, landing pages, social media and intranet
- ✓ Uploading images, text and video
- ✓ Ensuring content quality and format standards

— Data and print data

- ✓ Preparing print data and coordinating with service providers
- ✓ Checking print templates and data exports
- ✓ Managing and structuring assets, templates and files

— Operational marketing support

- ✓ General administrative tasks and case work
- ✓ Helping with campaign roll-outs and performance documentation
- ✓ Coordinating with internal teams (e.g. sales, product management) and external agencies

— Reporting and system maintenance

- ✓ Supporting data maintenance in CRM, CMS, DAM or PIM
- ✓ Creating simple content performance reports
- ✓ Optionally: newsletters, event organisation or market research

— What you bring

- ✓ Completed commercial training or a comparable qualification (e.g. marketing, media or online studies)

- ✓ Experience with digital tools (e.g. CMS, Adobe/design tools, MS Office)
- ✓ Structured, reliable and independent working style
- ✓ A strong sense of quality and responsibility
- ✓ Team spirit and good communication skills
- ✓ Nice to have: basics in web analytics, SEO/content strategy, layout/design, AI tools (image, video, text)

— What we offer you

- ✓ Full-time or part-time, flexible working time models
- ✓ Attractive pay and performance-related extras
- ✓ Career opportunities in office management
- ✓ Supplementary company health insurance
- ✓ Flexible structures and working hours
- ✓ Training and development – professional and personal
- ✓ Modern equipment, digital tools and AI training for everyone
- ✓ Flat hierarchies, quick decisions and room for your ideas
- ✓ Free parking with EV charging, good transport links and lots of green
- ✓ Good coffee, healthy snacks and team events
- ✓ A secure job in a forward-looking company

You pay attention to detail, love technology and keep track even when things get busy? Then bring your strengths to our team – we look forward to your application. Feel free to state your salary expectations.

— How to apply

Upload your CV, answer a few questions – you are done in about five minutes. No cover letter needed.

Scan the code or enter the address:

freseniusinstruments.com/about-us/career/marketing-assistant/?lang=en

Questions? Write to personal@fresenius-ut.com



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