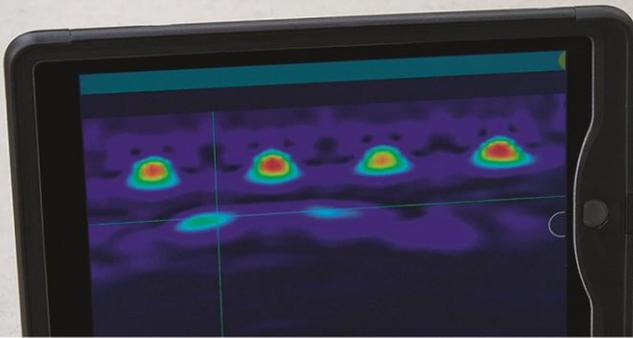


Dedicated. Professional.
High Precision. Swiss Made.



Proceq (www.proceq.com) is a pioneer of our industry with a global footprint, and a technology and market leader in the non-destructive testing (NDT) of materials.

At the same time, we are a digital contender that shapes the future of our industry with wireless sensors, digital business models, and Artificial Intelligence. We set the golden standard in the testing of metals and composites, thanks to our ultra-portable instruments, user-friendly UX, and cloud-enabled productivity gains.

This year, with our mobile-first strategy and innovative business models, we revolutionized concrete inspection and imaging with on-site 3D tomography and Augmented Reality. With an industry-leading double-digit growth, we are now doubling down on our technology leadership and global market access and moving ahead to disrupt the markets and other players in even more product categories.

We are now looking for a communicative, very structured and well-organized

Marketing Event Coordinator (100%)

"Ability to create and manage project plans for marketing and event activities.

Coordinate events, meetings and trade shows by identifying, assembling, and organizing requirements.

Strong executor in developing schedules and assignments, and managing invitation and task lists to ensure event success."

Job Responsibilities

- Serve as liaison person with all vendors on event-related matters, coordinating on-site arrangements for all meetings and events.
- Conduct research, make site visits and find resources to help staff make decisions about event possibilities.
- Managing on-site production through negotiations for event space contracts, arranging F&B, order supplies and audiovisual equipment, ensuring appropriate decoration.
- Develop and oversee the communications calendar to ensure timely execution of the event.
- Liaising & networking with a range of stakeholders, from customers, colleagues, suppliers to partner organizations.
- Attending & organizing sales promotional events, exhibitions, conferences, seminars & workshops.
- Analyze Marcom programs and make recommendations for strategy adjustment to increase effectiveness.
- Provide support and assistance in planning, developing, producing, and delivering collateral materials.
- Leverage social media to expand Marcom activities, creating leads and advertising promotion.
- Supporting sales managers and other colleagues in any ad-hoc activities within the department.
- Beyond Singapore, there is potential to engage also in marketing activities globally incl. the organization and/or assistance at exhibitions, seminars and product demonstrations.
- Travel when and where required to satisfy the position and general company requirements (minimum 20%).

Required Qualifications

- Degree / diploma or related qualification in Marketing.
- Minimum of 3 years of related work experience, preferably in marketing event coordination.
- Creative thinker, possesses excellent communication with strong negotiation and interpersonal skills.
- Outgoing character, independent and self-driven in a dynamic environment.
- Proficiency in MS Office applications (Word, Excel, Powerpoint).
- This position will be based in Singapore.

We look forward to receiving your application by email in PDF format.

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