



AOP Health is the European pioneer for integrated therapies for rare diseases and in critical care. To enhance our team in Vienna we are looking for a:

Associate Marketing & Sales Austria

1190 Vienna | Full-time employee | Start: as of now |



We are looking for an Associate Marketing & Sales to support marketing and sales activities in Austria, including events, congresses, promotional initiatives, and CRM/ Content Hub tools while coordinating with internal teams, external partners, and international stakeholders in a dynamic, cross-functional environment.

What Your Day To Day Will Look Like

- Plan, coordinate, and ensure the smooth execution of congresses and events in line with internal processes and Business Unit Director (BUD) requirements, including timeline management and stakeholder communication (HQ, Medical, Sales, KAMs, HCPs)
- Create, maintain, and continuously update the annual congress and event calendar in alignment with BUD and internal systems
- Manage MS Teams channels and ensure proper documentation, filing, and ongoing control of event- and product-related materials
- Prepare and manage compliance approval forms for marketing activities, including alignment with Legal where required
- Draft, review, and manage contracts and ensure proper documentation and archiving
- Track and maintain marketing and medical budgets, including transparency reporting
- Coordinate the development, approval, and bi-annual review of marketing and sales materials in collaboration with Business Unit, Medical, and external agencies
- Support and drive cross-functional collaboration with BUD, Medical, Sales, KAMs, and HQ across local and international projects
- Contribute to PR and media planning, including coordination of advertisements, banners, and advertorials with publishers and stakeholders
- Support digital marketing initiatives
- Monitor promotional material inventory, coordinate orders, and ensure availability of materials
- Support CRM and PromoMats administration and ensure data accuracy and system maintenance

Your Qualifications And Experience

- Bachelor's degree in Marketing, Business Administration, Communications, Life Sciences, or a related field
- First professional experience or internship in marketing, sales support, events, or project coordination is an advantage
- Experience with MediaSoft, Veeva CRM or PromoMats is a plus
- Experience supporting events, congresses, campaigns, or promotional activities is a plus
- Proficiency in Microsoft Office (PowerPoint, Excel, Word); familiarity with collaboration tools such as Microsoft Teams and shared drives
- Hands on, proactive mindset with a willingness to learn and take ownership
- Fluency in English and German required

Our offer

- An open corporate culture with the opportunity to contribute your own ideas
- Working independently in a collegial and committed team
- Modern working environment with good public transport connections (U4 - Heiligenstadt)
- Flexible working hours (flexitime/time-out days), bonus scheme, additional benefits and employee events
- Structured onboarding and support through a buddy system
- Due to legal requirements, we are obliged to disclose the collective agreement minimum salary, which is EUR 35.490,- gross per year, based on full-time employment. However, our actual remuneration packages are market-oriented and aligned with your qualifications and professional experience.

If you would like to work as a team player in an international environment and can identify with our values "Agile, Ambitious, Aligned, Accountable and Appreciative", then: Take this CHANCE and

Main Benefits



Bonus



Homeoffice



Employee mobile phone



Flexible working hours



Laptop



Initial and continuing education



Canteen



Good transport connection



Employee events



Meal allowance



Company doctor



Parking spot



Healthmeasures



Employee discount

Your Contact



Kenny Trappi

Talent Acquisition Manager

Further information on our website:

aop-health.com