
Company Type: Medical Device Manufacturing
Job Position: Full time
Job Location: Fremont, CA

We are seeking a full time Marketing Coordinator.

Job Summary:

The Marketing Coordinator position will require a broad range of skills and experience in support of key Marketing objectives and goals. The position will be responsible for National Show Sites, the “Lead Finder Program (LFP), major industry Trade Shows/Scientific Sessions, sales collaterals, headquarters marketing promotions and sales orders. Candidate must be able to work in a fast paced, high stress environment.

Travel Requirements:

Moderate travel within the United States may include up to 25% or more.

Responsibilities:

- Work experience in a marketing team managing luminary show sites/surgeons, coordinating site visit schedules with both the hosting and visiting surgeons, keeping the show site up to date in order to provide the very best experience of our product. Works closely with our Clinical Training Manager.
- Enter data into the “Lead Finder Program” Database to establish the schedule for commission payments to our distributor and independent contractor representatives. Tracks leads in the system.
- Manage all aspects of our major trade shows/scientific secessions including but not limited to AAOS, Spring CCJR, AAHKS and Winter CCJR. This includes both strategic and tactical plans for each show.
- Maintain our sales collateral materials working with headquarters marketing, engineering and outside printers to assure accuracy with the very highest quality.
- Coordinate our regional & national promotional campaigns via Public Relations, direct mail, educational seminars etc.
- Manage all aspects of customer sales orders including systems, parts and disposables.

Qualifications:

- Bachelor degree in business, marketing or related field.
- Minimum two (2) years marketing experiences within the medical device industry.
- Excellent communication skills both verbal and written.
- Experience working with national or regional show sites and their physician champions.
- Ability to manage multiple tasks on time and within budget.
- Ability to work in a team environment to achieve individual and company objectives.
- Strong computer skills using EXCEL, MS WORD, POWERPOINT and other software programs.
- Ability to effectively communicate with customers to fulfill purchase orders and resolve issues.

Curexo Technology Corporation offers a fast-paced work environment, competitive compensation, medical and 401K retirement plan benefits.

We are an equal opportunity employer and encourage diversity.

To apply, please submit resume and cover letter to our HR department at: jobs@robodoc.com

Company Overview:

The Company is a pioneer in medical robotics and world leader in image-directed, robotic products for orthopedic applications. The Company's ROBODOC® Surgical System allows surgeons to pre-operatively plan on a 3-D workstation, completing a "virtual surgery" using patient specific CT data, and then execute the surgery in the operating room, exactly as planned.