

Start your career in an innovative biotechnology company with exciting products and services in the fields of gene expression analysis and biocomputing.

For our office in Hennigsdorf, located just 30 minutes from Berlin city center, we are currently looking for an

## **Assistant (f/m) Online Marketing and Communications in part-time (20 hours/week)**

### **Your Job at OakLabs**

You will support our marketing team of currently 3 people in all tasks which come up in terms of online marketing and communications: Writing and proof-reading of texts for our websites, creating ideas and concepts for different marketing materials, SEO improvements, PR, social media (LinkedIn, Twitter, Facebook), assistance in writing and sending newsletters, evaluation of the success of different campaigns and much more.

### **Your Skills and Expertise**

- You have a degree in economics, media, communications or a comparable field and are looking for a position to show your versatile side
- Experience with any of the following topics is a plus: PR, newsletters, HTML, SEO, Social Media, copy writing, translations
- You are good with words as well as with analytical thinking
- You are fluent in English, German is a plus
- You are creative and not afraid to learn new things

### **What we Offer**

- The possibility to work in many different fields of the marketing mix
- A great team which is looking forward to working with you
- An interesting field of work
- Flexible working hours
- A highly ergonomic working environment and fresh fruits

### **How to Apply**

Please send your application by email to [career@oak-labs.com](mailto:career@oak-labs.com) including your possible starting date and salary expectations. We will get back to you as soon as possible!