

Turkey Jobs Expertini®

Corporate Affairs Coordinator

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Company: Viatris

Location: Beşiktaş

Category: other-general

Viatris İlaçları Ltd. Şti

At VIATRIS, we see healthcare not as it is but as it should be. We act courageously and are uniquely positioned to be a source of stability in a world of evolving healthcare needs.

Viatris empowers people worldwide to live healthier at every stage of life.

We do so via:

Access – Providing high quality trusted medicines regardless of geography or circumstance;

Leadership – Advancing sustainable operations and innovative solutions to improve patient health; and

Partnership – Leveraging our collective expertise to connect people to products and services.

Every day, we rise to the challenge to make a difference and here's how the Corporate Affairs Coordinator role will make an impact:

Key responsibilities for this role include:

Take an active role to lead internal communications initiatives and campaigns that are aligned with local and broader Viatris goals and drive employee engagement across the company.

Be an owner of all Viatris Türkiye communication channels in line with Viatris Global requirements.

Support the head of corporate affairs in briefing agencies and coordinating deliverables

Support head of corporate affairs in developing events townhall , newsletters , designs and printouts.

Fulfill all necessary administrative and archiving needed for PO, invoicing, compliance, reporting etc.

Take an active role under the supervision of Head of Corporate Affairs to lead external engagement.

Support head of corporate affairs in social media calendar development and approval processes

Support Company involvement in major congresses

Support Head of Corporate Affairs in maintaining stakeholders' list and engagement

Take part with Head of Corporate Affairs in meetings to build company reputation.

Support trainings planned by Head of Corporate affairs to build capabilities and alignment with internal processes.

Qualification & Experience

Communication or relevant bachelor's degree

Preferably with a previous agency experience or multinational environment

Minimum experience in communications field for 1-2 years.

Turkish and English writing and editorial skills is a must

Events managements and logistics experience.

Competencies

Excellent PowerPoint and word skills.

Creative content development.

Multitasking ability

Strong team player.

Ability to work independently and as a member of cross-functional teams.

Identify priorities, managing deliverables and deadlines

Ability to deal with suppliers and agencies.

Agile and ability to cope with high pressure and stress

At Viatris, we offer competitive salaries, benefits and an inclusive environment where you can use your experiences, perspectives and skills to help make an impact on the lives of others.

Viatris is an Equal Opportunity Employer.

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