30 – 40h, Heidelberg, Germany

Operations & Events Executive (m/w/d)

PROGEN is driven by a mission to support scientists in making new scientific discoveries and groundbreaking research within the life sciences and gene therapy.

We're looking for a proactive, detail-oriented and experienced Operations & Events Executive to join our team in Heidelberg, Germany. This is a cross-departmental role, which involves managing our global event operations while supporting the CEO with administrative and compliance-related tasks. You'll be at the heart of both our MarCom team and our internal processes, ensuring smooth execution and alignment across the company.

Your role:

Operations Support (50%)

- Coordinate and track progress of company-wide projects and business initiatives.
- Support the CEO in managing communications and relationships with external consultants, service providers and authorities.
- Coordinate our sustainability initiatives and maintain performance records.
- Serve as the main contact for our external Data Protection Officer, ensuring compliance.
- Oversee company insurance coverage and mitigate operational risks.
- Provide back-up support to the Team Assistant as needed.

Events & Marketing (50%)

- Plan, coordinate, and execute participation at international events from start to finish, including bookings, logistics, and onsite setup.
- Collaborate with Product Management, MarCom, and Sales teams to align event goals and materials; lead kick-off, briefing, and wrap-up sessions.
- Liaise with event organizers, logistics partners, and external freelancers (e.g., printers, graphic designer) to ensure timely delivery of materials.
- Manage event logistics such as shipping, booth setup, and vendor coordination.
- Track budgets, analyze event ROI, and support the annual event calendar and marketing strategy.

Your profile:

- 3+ years' experience in event management, ideally with exposure to admin, finance, or operations.
- Strong organizational skills and a problem-solving mindset.
- Advanced computer and data analysis skills.
- Fluent in English (min. B2) and German (C1).
- A self-starter with an eye for detail and the ability to manage multiple priorities.

Your benefits:

- **Flexible Working** - Technology has made it possible to be flexible. We understand that you have families and external commitments. We support that.
- **Travel** - All employees have the option to take advantage of a Job Ticket, which is financially supported by PROGEN, or you can take advantage of our bike scheme (or both!)
- **Training** - You want to learn. We want that too. We will support you and your professional development with training best suited to your learning.
- **Team Lunch** - At our monthly team lunch everyone gets together to enjoy food from a local restaurant, organized by PROGEN.
- **Support** - We are a team and we are here to support you. We do not hire machines. It is our people who make the team so great.

Sounds good so far?

Then send your application and CV via email (personal-marcom@progen.com) and tell us your start date and salary expectations. We are looking forward to your application!

About us

PROGEN was founded in 1983 in Heidelberg Germany, and today supports scientists and the gene therapy community by delivering robust and reliable viral and non-viral gene therapy tools, antibodies, proteins, and kits worldwide. It is our underlying mission, to empower labs worldwide with user-friendly and affordable gene therapy tools.

www.progen.com