



Marketing Events Associate

Company Description

CareDx, Inc., headquartered in Brisbane, California, is a global molecular diagnostics company focused on the discovery, development and commercialization of clinically differentiated, high-value diagnostic solutions for transplant patients. CareDx offers AlloMap[®], a gene expression test that aids clinicians in identifying heart transplant patients with stable graft function who have a low probability of moderate to severe acute cellular rejection. CareDx is developing additional products for transplant monitoring using a variety of technologies, including AlloSure[®], a proprietary next-generation sequencing-based test to detect donor-derived cell-free DNA after transplantation.

CareDx, with its presence through Olerup, also develops, manufactures, markets and sells high quality products that increase the chance of successful transplants by facilitating a better match between a donor and a recipient of stem cells and organs. Olerup SSP[®] is a set of HLA typing used prior to hematopoietic stem cell/bone marrow transplantation and organ transplantation. XM-ONE[®] is the first standardized test that quickly identifies a patient's antigens against HLA Class I, Class II or antibodies against a donor's endothelium. For more information, please visit: www.CareDx.com.

General Description

We are seeking a Marketing Events Associate to provide event coordination to CareDx team under leadership of the marketing team, supporting company presence at national and regional events, advisory board meetings, high-touch key customer engagements and internal meetings. In addition, contribute to other marketing activities and tasks, such as inventory management, vendor invoice routing, corporate calendar upkeep, and field logistics support related to events.

Responsibilities include, but not necessarily limited to:

- Coordinate and help facilitate physician engagements, including travel and honoraria
- Meeting and travel management with vendors, professional societies, sales & marketing teams and other stakeholders across the company
- Assist with coordination of internal communications (pre-planning calls, on-site activities, post-event reporting)
- Manage and maintain RSVPs for selected events
- Inventory and manage event assets; order event supplies
- Prepare, pack, label, and unpack event supplies including nametags, takeaways, signage and registration materials
- Support events on site as appropriate
- Request vendor proposals and invoices, and coordinate event close-out

- Maintain inventory, ordering, and ship product, demo models & literature to programs, meetings and trainings
- Take on special projects as needed

Qualifications:

- 1-2 years of relevant experience (marketing, event production, project management, and/or administrative assistance, etc.)
- BS/BA degree in relevant field
- Possess strong customer service orientation and interpersonal, organizational and communication skills
- Strong detail orientation and follow-up skills required
- Demonstrated ability to make effective judgments when responding to or delegating to customers and Executives
- Demonstrated integrity, with the ability to provide rapid, accurate response to confidential/sensitive requests and to routinely handle confidential information
- Demonstrated ability to prioritize and execute multiple simultaneous deliverables and work in a demanding environment
- Strong written and verbal communications
- Knowledge of MS Office
- Experience with Adobe Photoshop, InDesign, and Illustrator a plus.
- Knowledge of biotechnology/pharma world would be an advantage.

An important aspect of CareDx's culture is that we are passionate about what we do and we are all willing to roll of our sleeves to get the job done. We are looking for a Marketing Events Associate who fits that expectation and who will prosper in our culture.
The position is located at *our headquarters in Brisbane, CA.*

Additional Information

Benefits & Perks: We provide Medical, Dental, Vision and Life Insurance, Flexible Spending and Dependent Care, Commuter Accounts, 401(k), 3 weeks of vacation, 5 days sick leave, 1 personal floating holiday, 9 paid holidays, gym reimbursement, yoga onsite, ping pong, foosball, BBQ's, social hours, and more!

CareDx, Inc. is an Equal Opportunity Employer.

Please send cover letter with salary expectations and resume to: HR@CareDx.com

Subject Line: Marketing Events Associate
