Shape the future of diagnostics – join our leadership team!

BÜHLMANN Laboratories AG is an internationally active and growing life sciences company headquartered in Schönenbuch, near Basel, Switzerland. With 50 years of excellence in in-vitro diagnostics (IVD), we develop, manufacture, and distribute innovative diagnostic solutions trusted by hospitals and laboratories around the world.

To support our commercial and marketing activities, we are seeking a highly organized, proactive, and detail-oriented professional as:

Congress & Tender Management Specialist (m/w/d) 100%

In this multifaceted commercial role, you will be responsible for planning and executing professional congresses, trade shows, customer events, and educational programs while coordinating the end-to-end management of public and private tenders. You will act as a key organizational hub, collaborating closely with cross-functional teams (Sales, Marketing, Finance, Regulatory Affairs, Legal, and Customer Service) to drive brand visibility and commercial success in a dynamic healthcare environment.

Your Role – Strategic. Global. Impactful.

- Event & Congress Management:
    - Event Execution: Plan, organize, and execute national and international congresses, trade shows, symposiums, workshops, and customer events from concept through post-event evaluation.
    - Logistics & Partner Coordination: Coordinate event logistics, venue selection, booth/exhibitor presence, travel arrangements, and speaker management with internal partners, agencies, and vendors.
    - Budget & ROI Management: Develop and monitor event budgets to ensure cost efficiency, compliance with industry regulations, and measurable return on investment (ROI) using predefined KPIs.
    - Stakeholder & Sponsorship Engagement: Represent BÜHLMANN professionally to healthcare professionals (HCPs), scientific societies, and event organizers while coordinating sponsorship opportunities.
- Tender Management:
    - Opportunity Identification: Monitor relevant public and private tender portals to identify business opportunities across designated markets.
    - Tender Submission & Quality: Coordinate the compilation, review, and timely submission of compliant tender responses and bids.
    - Cross-Functional Alignment: Collaborate with Sales, Marketing, Finance, Regulatory Affairs, Legal, and Customer Service to align pricing, documentation, and bid strategies.
    - Database & Analysis: Maintain tender databases, track outcomes, and deliver performance analysis to optimize future tender activities.

Your Profile – Visionary. Collaborative. Data-driven.

- **Education:** Bachelor's degree in Marketing, Business Administration, Healthcare Management, Life Sciences, or a related field.
- **Professional Experience:** 3–5 years of experience in event/congress management or project management within MedTech, Healthcare, Pharmaceuticals, or Life Sciences.
- **Tender Expertise:** Experience in tender management, bid preparation, or public procurement in a regulated healthcare market is highly desirable.

- **Project & Organizational Skills:** Strong ability to manage multiple projects simultaneously under tight deadlines with high accuracy and attention to detail.
- **IT & Digital Tools:** Proficient with Microsoft 365 (Word, Excel, PowerPoint, Teams, SharePoint), CRM platforms, and project management tools (e.g., Asana).
- **Communication & Network:** Excellent interpersonal and stakeholder management skills; team player with a solution-oriented, self-starter mindset.
- **Languages & Mobility:** Fluency in English is required (German and/or French is a plus); willingness to travel internationally as needed.

What We Offer

- A versatile, high-visibility role connecting event marketing and commercial tender operations in a growing IVD company.
- A dynamic and supportive work environment with a collaborative culture, open communication, and flat hierarchies.
- Autonomy to lead distinct projects with high ownership and fast decision-making processes.
- Comprehensive onboarding, modern infrastructure at our headquarters in Schönenbuch, and attractive employee benefits.

Are you ready to elevate a global diagnostics brand to the next level?

Then we look forward to receiving your application!

Please send your complete documents to:
career@buhlmannlabs.ch

Direct applications preferred. No agencies please.

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