

Scientudio – STEMMeer Coordinator (A Commission-based Consultant Position)

Why to Join Us?

Are you an early / mid career STEM / ARTS / COMMERCE professional looking to level up your career? Maybe you want to boost your skill set in digital marketing on global platform? Join our dynamic [team](#), get experience in personal branding, and learn how to elevate your professional approach with multidisciplinary competence.

If you feel that can be you, then, it's a great place for you to start.

Background:

Scientudio is a consultancy firm to provide support related to documentation (RFPs, IND, CTA), business and digital marketing strategic reports, infomercials, career development workshops, science illustrations and many more to pharmaceutical companies, both start ups and mid-career phase. It connects dots for regional pharmaceutical companies located in Asia, Europe and Africa to get access to the North American market. In addition to the business stream, Scientudio also offers a philanthropy stream named as “Global Welfare” to provide vocational training and education sessions under “AfroAsiatic EdTech” program.

Scientudio's talented team is composed of individuals from all different backgrounds, tied together by the passion, devotion and determination to boost the new trends in pharma-consultancy across the globe. Through the STEMMeer services, Scientudio is committed to serve the pharmaceutical companies and professionals in life sciences who need to explore the career development market on global scale. Please join our team to make a measurable difference in consultancy services.

STEMMeer Coordinator's Role Responsibilities:

- Execute a results-driven consultancy strategy via STEMMeer services, get experience in client's orientation and meet targets.
- Ensure accuracy and quality of work product deliverables.
- Maintain unified brand voice across different marketing channels. Monitor social media channels for personal branding and career development trends.
- Conceive, formulate, and implement effective marketing initiatives designed to sell STEMMeer's services which also involve leading the [webinars series](#).
- Collaborate with management team to create the outreach files and toolkit to the career development and vocational training market.
- Interact with the clients and respond to their messages, inquiries, and comments after discussion with Scientudio's management team, if applicable.
- Provide project (service) oversight and ensure that the projects stay within budget parameters.
- Review analytics and share key metrics with management to prepare the reports of the clients commissioned via your consultancy.
- Communicate with clients to convey project status, interim reports, and final project (service) deliverables.
- Devote your attention, skill, and effort to the business on part-time basis and in compliance with directions and instructions given to you by Scientudio's leadership.

Work Specifications:

Please note that this is a commission-based consultant (contractor) position and a remote job. It does not have any fixed hours; however, it does require commitment of at least 7-10 hours per week (30 hours per month). Please also note that Scientudio is / will not be responsible for any employee specific health and / or any other benefits. Based on the clients the STEMMeer coordinator brings in, the STEMMeer coordinator will be awarded with 20% honorarium if the deliverables are led by other team members. However, if the deliverables are performed by the STEMMeer coordinator, the STEMMeer coordinator will be entitled to 40% of the total deal amount. However, in later case (40% amount), the STEMMeer Coordinator will be responsible to pay the taxes where applicable.

Desired Qualifications/Skills:

- Proficient and comfortable with digital marketing toolkit and events process (including but not limited to Canva and Eventbrite).
- Ability to effectively engage with clients about STEMMeer services or attendees interested in webinar series (STEMMeer (compulsory) & Global Welfare(Optional)).
- Eagerness to work independently and in teams in a fast-paced environment.
- Excellent ability to interpret analytical data, charts, tables, and figures for business strategic reports.
- Passion for producing and presenting analytical data in oral presentations, blogs or written reports.
- Excellent communication skills. Top-notch oral and verbal communication skills.
- Interact with clients / attendees and respond to their messages, inquiries, and comments after discussion with Scientudio's management team, if applicable.
- Impeccable time management skills with the ability to multitask.
- Detail-oriented approach with ability to work under pressure to meet deadlines where applicable.
- Collaborate with management team to create the outreach files and toolkit for career development / vocational training market and develop the strategic plan.
- Monitor social media channels for career development / vocational training trends.
- Review analytics and share key metrics with management to prepare the reports.

Education and Experience Requirements:

- Advanced degree preferred in a life science or related field and 1-2 years relevant experience in digital marketing and events.
- Relevant work experience; preferably in life science and/or project management; previous experience with events and communications is a plus.
- Proficient with Word, Outlook, Excel, and PowerPoint. Expert skills in internet searching and web browsing.

Application Submission:

Please submit your application with following documents on: <https://www.scientudio.biz/application>

- Updated resume
- A cover letter

If you have questions, write email to: pharmapad@scientudio.biz

NOTE: Upon selection, you will be required to provide a copy of national ID card and certificates / transcripts.