

Embedded Boards



Cloud Computing



**AAEON Technology Inc, an ASUS Associated Company**, is a leading manufacturer of advanced industrial and embedded computing platforms. Committed to innovative engineering, **AAEON** provides integrated solutions, hardware and services for premier OEM/ODMs and system integrators worldwide in IOT and Industrial IOT with focus on Artificial Intelligence on the edge.

**AAEON** also offers customized end-to-end services from initial product conceptualization and product development on through to volume manufacturing and after-sales service programs.

**AAEON** is an Associate member of the Intel® Internet Of Thing Alliance.

**AAEON** has well established, strategically positioned branch offices across the U.S., Europe, Mainland China and Singapore.

We are currently looking for an experienced **Events Marketing Specialist** who will coordinate and manage logistics of all customer related event activities (both internal and external) throughout the EU region. You drive attendees to our events, and you will be responsible for the planning, execution and reporting on a wide range of activities including trade shows, conferences, customer events, VIP events and any other event/activity as required. In addition, you will support the development of regional marketing communications materials as needed.

## Events Marketing Specialist

### Responsibilities include but are not limited to:

- Planning, implementation, and follow-up for all lead generation events;
- Coordinate event logistics, contracts, attendee registrations, collateral/material needs, quantity, production, shipping, distribution, installation, and dismantling;
- Manage event budget and vendors including facilities, catering, shipping, graphics, printing, giveaways, and anything else needed to facilitate event execution;
- Track all deadlines relevant to events and conferences, including booking dates, payment, cancellation, product availability, material receipt, installation/dismantle and others;
- Manage both internal and outside vendors for promotional and print inventory and shipping;
- Work with Sales and Product Management to identify staffing for events;
- Be the Event Control Tower - ensure arrival at the event venue prior to the event to review completeness of event materials, set up the work area, prepare products as required and teardown work area after the event.
- Review the process and effectiveness after each event with the team and continuously come up with innovative and creative ideas for future events
- Support marketing and advertising strategy development, including documenting priorities and tactics
- Act as back up for Senior Digital Marketing Specialist.
- All other relevant activities management may require

### Requirements:

- 3-5 years of events-, marketing communications-, or account management-related experience in a dynamic, fast-paced environment.
- A passion for executing amazing in-person experiences and the skill set to prove it – you can jump from a demand-gen campaign to writing great content to Sales and client conversations without skipping a beat.

- Outstanding project management skills with the ability to multi-task and complete projects flawlessly under time-sensitive deadlines.
- Incredible verbal and written communication skills in English
- Excellent presentation skills and interpersonal skills with highly developed EQ and able to communicate and work with a wide group of individuals
- Ability to effectively manage resources and budgets
- Highly motivated, self-starting nature; independent work attitude and moderate guidance needed
- Independent critical solution focused thinking with the ability to influence
- learner who prefers to formulate a hypothesis before asking someone else for the answer.
- Ability to think on your feet and adapt well to a fast changing environment.
- Relevant Bachelor or Marketing degree
- Experience with working in a Asian / Taiwanese multinational organization is considered a plus.

**We offer:**

- A market competitive salary including an incentive bonus
- Premium-free pension scheme
- Fresh fruit, coffee, tea, cappuccino, latte macchiato, healthy and sweet snacks
- Education budget and up to 5 study days
- 30 holiday days
- Annual wellbeing budget for physical and mental fitness
- AAEEON Kick off with the European team every six months
- iPhone and laptop

We will only consider direct applicants, acquisition is NOT appreciated!  
If you're interested, submit your resume and cover letter to:

[HR@aaeon.eu](mailto:HR@aaeon.eu)

