



## About this opportunity

This role is responsible for working with Taiwan & Hong Kong Clinical team on event logistics and system management. Responsibilities fall in three broad categories but may not be limited to:

1. SFDC (Salesforce) adoption on clinical events including campaign set up and localization.
2. Event activity status update and reporting.
3. Internal communication with APAC IT team to troubleshoot system related issues.

## In this role, you will...

- Manage day to day tasks on clinical events.
- Event operation on EMT (Event Management Tool on Salesforce) and IDS (Invisalign doctor site) integration from system set up, registration, activity update, documentation, to post-event report.
- Act as the main contact window to communicate with regional IT team of system interface testing, functionality feedback and effectiveness improvement.
- Event logistic arrangement including calendar update, Line group management, venue, F&B searching and booking.

## In this role, you'll need ...

- Preferable with Bachelor's Degree or equivalent of Information Management (資訊管理) or Library and Information Science (圖管理學系).
- 1-2 years experience in Salesforce operation or event management tool
- Strong executional focus with a keen eye for details
- Independent and able to work autonomously
- Team player with good interpersonal and organizational skills to work with cross function teams
- Quick to respond, ability to adapt to fast-paced and changing environments
- Effective problem-solving and mediation skills with patience
- Good computing knowledge in MS Excel, MS Powerpoint, SFDC, and data analysis (no coding required)
- English fluency in written and spoken will be an advantage to communicate with APAC IT team

## Sound like a good fit?

Great! Click the "Apply" link to let us know you are interested. Not the right fit? Don't worry, Align is quickly growing so we are creating more opportunities to expand our Align family. Please consider joining our Talent Network to receive notifications about future jobs or sharing this opportunity with others in your network.

## About Align

Align Technology is a publicly traded medical device company that is **transforming smiles and changing lives**. Our global team of talented employees develop innovative technology, tools and treatment options to help dental professionals worldwide achieve the clinical results they expect. Our digital ecosystem combines the power of technology to create beautiful smiles through the integration of AI and machine learning, digital imaging and visualization, biomechanics and material science to develop the Invisalign system, the most advanced clear aligner system in the world; iTero Intraoral Scanners and OrthoCAD digital services. Did you know? Align is the world's largest manufacturer of custom 3D-printed materials.

By joining Align, you will be part of a global, fast-growing company in one of the most dynamic industries. Great people, innovative technologies, and meaningful work – these are just some of the things employees say make Align Technology a great place to work.

We respect your privacy. Please review our [Applicant Privacy Policies](#) for additional information.

### **Global Diversity Statement:**

At Align, we believe in the power of a smile, and we know that every smile is as unique as our employees. As we grow, we will continue building a workforce of diverse cultural backgrounds and life experiences and fostering a culture of open-mindedness and compassion for all our employees. We live our company values by promoting healthy people and healthy communities. All with the intent of changing millions of lives, one unique smile at a time.

### **Equal Opportunity Statement**

It is our policy to provide equal employment opportunity in all of our employment practices without regard to race, color, religion, sex, national origin, ancestry, marital status, protected veteran status, age, individuals with disabilities, sexual orientation or gender identity or expression or any other legally protected category. Applicants for positions with Align must be legally authorized to work in the country which they are applying for and verification of employment eligibility will be required as a condition of hire.