

## **Sales Representative**

Intact Genomics (IG®) is a leading provider of high-quality life science products and large DNA fragment cloning related services. All our products are developed, manufactured and shipped from our state-of-the-art laboratories in St. Louis, Missouri. Intact Genomics has an exciting opportunity for a Sales Representative to join our team now. Prospective candidates will help the company expand sales to academic universities, research institutes, and biotechnology related corporations, especially in assigned west coast territory.

### **DUTIES & RESPONSIBILITIES**

- Proactively contact existing and prospective customers to close new & repeat business, cross sell additional IG products, obtain forecast information, and gather customer feedback.
- Responsibility for customer relationship management including quotations, forecasting and assessing other customer requirements.
- Assess complex customer needs to escalate to appropriate Commercial Sales and/or Technical Support as appropriate.
- Document customer interactions and opportunities, maintain account and contact details in CRM system (currently Zoho CRM).
- Host/attend table shows, conferences, meetings, and industry events. Make presentations of company products and services to potential customers.
- Prepare sales data and progress reports. Maintain and expand customer database.
- Assist the Sales Director with various sales tasks as assigned, including making invoices, packaging and logistic for sales, and miscellaneous inventory management items.
- Position is full-time, 40 hours per week, working from our offices in Creve Coeur.
- Primarily inside sales, with opportunities for some limited outside sales.

### **QUALIFICATIONS & REQUIREMENTS**

- Candidate should have a BA or BS degree in Marketing, or Life Science related field with strong Molecular Biology and Biochemistry knowledge to allow for a better

understanding of the broad variation of customer applications in order to uncover sales potential.

- 2+ years of sales or marketing experiences in biotech or pharmaceutical industry is preferred.
- Excellent written and verbal communication skills. Ability to communicate to all levels of customers and employees in a cordial, professional manner.
- Extraordinary attention to customer and procedural detail, commitment to accuracy, and build customer relationships.
- Highly organized and able to thrive in a busy, multi-tasking environment, with efficient time management skills, approaching tasks with a sense of urgency and able to prioritize them quickly and efficiently.
- Excellent computer literacy needed, including Microsoft Word, Excel, PowerPoint and digital marketing skills. Able to stay curious and adapt quickly to changing commercial realities.
- Knowledge or prior use of Customer Relationship Management software
- As role is focused on acquiring new customers, prospective candidates should be results focused, self-motivated, and have a strong hunter mentality.