

Sales Assistant

Intact Genomics 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 Assistant to join our team now. Prospective candidates will help the company expand sales to academic universities, research institutes, and biotechnology related corporations.

DUTIES & RESPONSIBILITIES

- Help with marketing research to find new leads.
- Sell the company's products and services to scientists, researchers and decision makers at the research institutions, Biotech and Pharmaceutical companies through emails, cold calls, face-to-face meetings, and digital marketing and other tools.
- Assist the Sales Director with various sales tasks as assigned, including making invoices, packaging and logistic for sales, and miscellaneous inventory management items.
- Help hosting/attending table shows, conferences, meetings, and industry events. Make presentations of company products and services to potential clients.
- Prepare sales data and progress reports. Maintain and expand customer database.

QUALIFICATIONS & REQUIREMENTS

- Candidate should have an Associate or Bachelor degree in Marketing, Business, or Molecular Biology.
- 1-2 years of sales or marketing experiences in biotech or pharmaceutical industry is preferred.
- Ability to communicate to all levels of customers and employees in a professional manner. Strong English verbal, written, and communication skills.
- Excellent follow-up skills and well-developed presentation skills and are required.
- Excellent computer literacy needed, including Microsoft Word, Excel, PowerPoint and digital marketing skills.

- Candidate must be results focused, self-motivated, and possess excellent attention to detail.
- This position is inside sales, not remote. No travel requirement.

HOW TO APPLY

Interested candidates should submit a cover letter and resume to: rye@intactgenomics.com or apply online at www.intactgenomics.com.