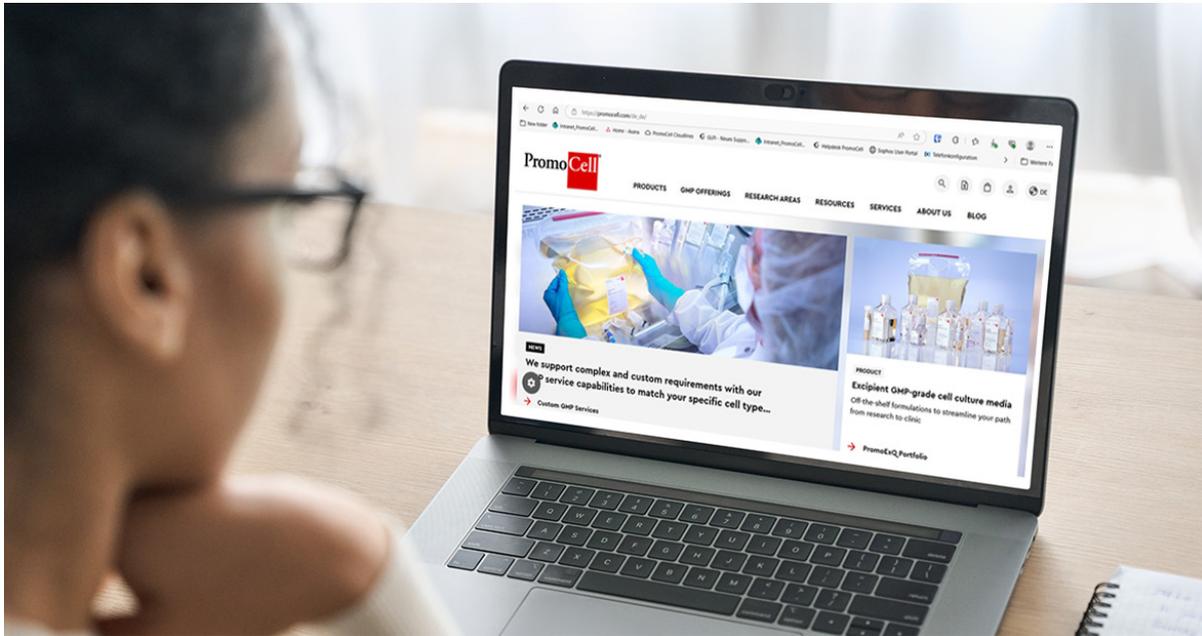


# We're hiring!



## Who we are

PromoCell is a premier manufacturer of cell culture products with headquarters in Heidelberg, Germany. We're a passionate team of professionals united by a shared vision: securing PromoCell's successful future and making a valuable contribution to research, therapy, and healing. Scientists worldwide use our PromoCell products in basic and applied biomedical research.

To learn more about us, visit [www.promocell.com](http://www.promocell.com)

We're looking for a motivated team member to support our U.S. team as a

## Technical Sales Assistant for the U.S. - home based in the U.S. -

In this position you will be responsible for supporting our US-based sales and technical support team with critical administrative tasks in the sales process. You will be a key member of a multi-functional team including Sales, Marketing, Research & Development, Quality Management, and Customer Service, with the overall aim of achieving company revenue goals through high quality customer support.

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### Your key responsibilities

- Support the US Sales and Scientific Support teams through research, lead identification, and qualification activities, helping to build and develop new sales opportunities.
- Assist with basic sales opportunity management, including account research, CRM data entry, tracking leads and opportunities, and reporting activity and progress to key stakeholders.
- Develop foundational sales skills by supporting the full sales process, from initial customer contact through opportunity development, under the guidance of senior sales staff.
- Provide direct support to the Industry National Account Manager with assigned tasks, including account preparation, follow ups, and coordination of customer-related activities.
- Interact directly with customers via phone, email, and website chat to understand their needs, respond to inquiries, and ensure timely follow up, in collaboration with Sales and Scientific Support colleagues.

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### Your profile

- Bachelor's or Associate degree in biological sciences, or equivalent coursework/experience.
- You have excellent written and verbal communication skills, strong attention to detail and the ability to communicate internally and externally with audiences of varying backgrounds.
- You are self-motivated, highly organized and able to multi-task and prioritize multiple projects simultaneously. You are comfortable working independently while also being a team player.
- You can build relationships and work effectively with business partners in diverse locations via phone / email.
- You are proficient in Office 365, especially Excel.

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### What we offer

- Work remotely from any U.S. location while staying closely connected to our teams through virtual collaboration
- Required availability: 9:00 AM – 5:00 PM Eastern Time (Monday – Friday)
- Possibility of travel to Germany 1–2 times per year
- All necessary equipment provided (e.g., laptop)
- This is a full-time, at-will position with competitive compensation
- Intensive job training and a structured onboarding process
- Opportunities for professional development in a team-oriented environment
- Compensation range: \$55,000-\$65,000 per year excluding benefits, depending on experience and qualifications.

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## Apply now

Ready to join us? Apply today by emailing your resume to [career@promocell.com](mailto:career@promocell.com). We look forward to connecting with you! Applications are reviewed as they are received. PromoCell is an equal opportunity employer.