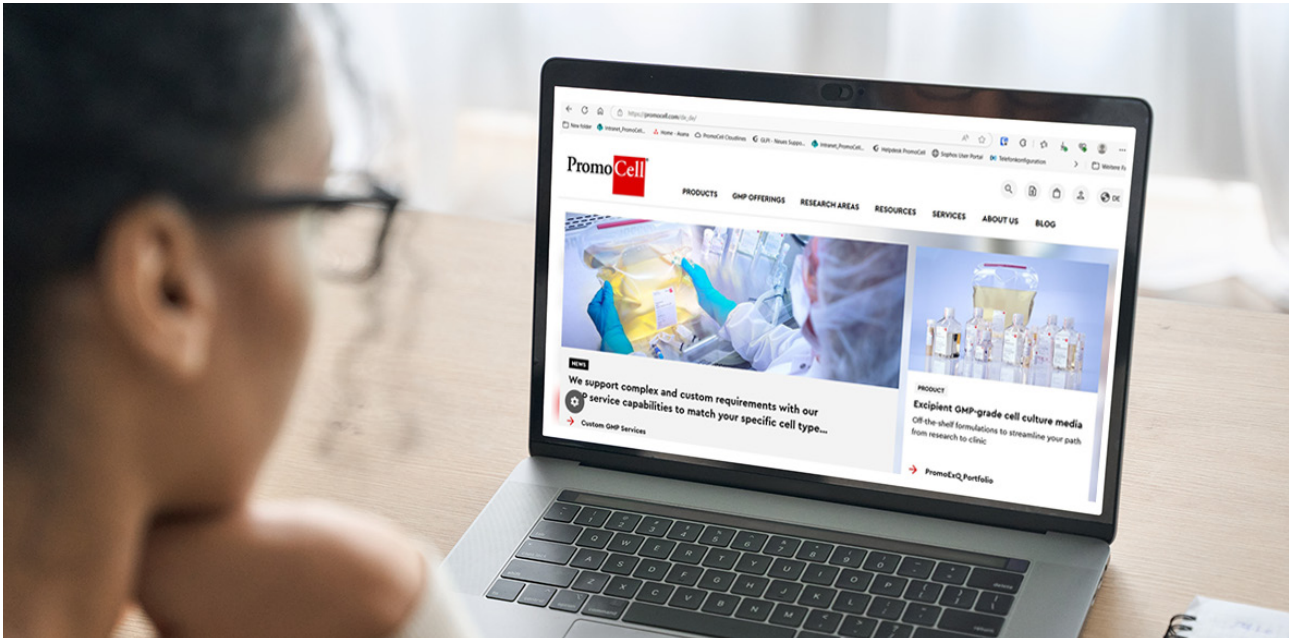


We're hiring!



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

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.

This role is fully remote and open to candidates across the United States.

Your key responsibilities

- Coordinate with Sales, Marketing, and eCommerce teams to support cross-functional company projects using digital tools, shared datasets, and structured reporting.
- Support the US Sales and Scientific Support teams through data-driven research, lead identification, qualification activities, and digital workflow support, helping to build and develop new sales opportunities.
- Assist with sales and project execution by maintaining Excel-based trackers, reports, and analyses used across Sales, Marketing, and eCommerce to monitor leads, opportunities, campaigns, and project progress.
- Leverage AI-enabled productivity tools (e.g., Microsoft Copilot) to support company initiatives such as data analysis, reporting, content preparation, internal documentation, and process optimization, in collaboration with cross-functional 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 Managers 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.

Your profile

- Bachelor's or Associate degree in biological sciences, or equivalent coursework / experience.
- You are highly proficient in Microsoft Excel, including working with structured datasets, formulas, pivot tables, filtering, and basic analytical reporting used to support business projects and decision-making.
- 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 have hands-on experience using AI productivity tools such as Microsoft Copilot (or similar enterprise AI tools) to support business workflows, data analysis, documentation, or cross-functional project work, and are comfortable adopting new digital tools in a professional environment.
- You can build relationships and work effectively with business partners in diverse locations via phone / email.
- You are comfortable working across teams and can effectively coordinate between Sales, Marketing, and eCommerce to support shared projects and initiatives.

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.

Apply now

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