

We're hiring!

Technical Sales Assistant (m/f/d) (home based)

We are seeking a home-based Technical Sales Assistant for the US. The position is 100% home-based, with the possibility of travel to Germany 1-2 times per year. While location is flexible, the candidate must be available to work 9 AM – 5 PM EST Monday-Friday.

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.

Your tasks

- Provide research and administrative support to Scientific Support team in support of customer inquiries. Tasks may include account research, data entry, vendor registration processes, lead generation, quote generation, and general data management in support of various projects.
- Direct interaction with customers to understand and address their needs and concerns, through emails, website chats, and occasional phone support.

Your profile

- Bachelors or Associates Degree in biological sciences, or equivalent coursework/experience.
- Possess excellent written and verbal communication skills, attention to detail, and the ability to communicate internally and externally with audiences of varying backgrounds.
- Must be self-motivated, able to multi-task, and prioritize multiple projects simultaneously. Ability to successfully work autonomously, while also being a team player.
- Able to build relationships and work effectively with business partners in diverse locations via phone/email.
- Requires proficiency in Office 365, especially Excel.

Our offer

- Intensive job training
- All necessary tools (e.g. laptop)
- Competitive salary
- Opportunities for professional development in a team-oriented environment

Who we are

PromoCell is the leading European manufacturer of human cell culture and cell biology products, and we've been named one of the most attractive medium-sized companies to work for in Germany. So there's never been a better time to join our team. To know more about us visit www.promocell.com

How to apply

To apply for the Technical Sales Assistant (m/f/d) position, please send a copy of your resume and a short cover letter to Dr. Tobi Limke at career@promocell.com. We will aim to get back to you as soon as possible, thank you for your application.