

## **Job Description:** **Sales / Marketing Associate**

### **Position Overview**

Under the supervision of the CEO, the Sales / Marketing ASSOCIATE will be responsible for tasks and deliverables that are integral to the coordination of marketing strategies. Responsibilities include pursuing opportunities and building relationships with professional and business organizations to promote and sell EpiVax services.

The position requires strong communication, organizational and time management skills; the ability to work independently, and excellent verbal and written skills.

### **Qualifications**

#### *Required:*

- Bachelors Degree in a Life Sciences discipline
- Strong organizational and administrative skills
- Ability to prioritize multiple projects and adjust workload with frequent interruptions
- Well organized, diplomatic and able to work competently under pressure
- Strong team player with the ability to communicate clearly and concisely, both orally and in writing
- Experience with both Mac and PC operating systems
- Competent use of Microsoft Office Suite for Windows is essential
- Self-starter with ability to work with little supervision
- Ability to independently prepare correspondence and memoranda.
- Ability and willingness to travel on occasion

#### *Preferred:*

- Filing and retrieval skills
- Ability to work a flexible schedule including occasional evening and weekend hours as needed
- Experience interacting directly with high level executives
- Experience in the biotechnology and/or pharmaceutical industry

### **Duties & Responsibilities**

#### *Sales / Marketing Support:*

Working with the CEO and CIO, this position will provide support for all sales and marketing initiatives. The Sales / Marketing ASSOCIATE will also take responsibility for:

- Maintaining Salesforce database of all ongoing activities including contacts, needs assessments, and current status;
- Supporting the CEO/CIO in all lead generation, sales and marketing activities as requested;
- Assembling and maintaining sales and marketing materials tuned to present each of our various product lines. This responsibility will include the maintenance of content on our

corporate web site, and the maintenance of all printed marketing materials (grey folders) and PowerPoint slides;

- Coordinating meetings and presentations (including preparing and delivering background briefings, meeting agendas, presentations);
- Taking notes during meetings and presentations, summarizing action items, and updating the action plans as appropriate;
- Development and management (production, delivery, and archival storage) of investment, business development, and sales/marketing presentations;
- Identifying, evaluating, and recommending marketing strategies in accordance with objectives;
- Preparing a variety of correspondence, documents and forms for assigned projects;
- Fine tuning Power Point presentations, creating spreadsheets, charts and graphs in Excel;
- Performing web searches to identify new potential clients, new markets and market research using publicly available databases and search tools;
- Marketing materials: Ordering, inventory, booklet/flyer/conference material preparation;
- Support the BDA team and CEO in all lead generation, customer relationship management, sales and marketing activities as requested;
- Coordinate and prepare agendas for all BD meetings;
- Assist with preparation of meeting materials

#### *Assisting the CEO*

As needed, the Sales / Marketing ASSOCIATE, working with the Executive Assistant, will provide support services to the CEO. Essential responsibilities may include (but are not limited to) the following:

- Managing travel arrangements;
- Proof reading, light editing, and formatting of new publications;
- Performing related duties and responsibilities as required by the CEO.