



## **Business Development Associate**

EpiVax is a breakthrough biotechnology company located in the heart of downtown Providence. We're actively seeking a Business Development Associate to add to our growing team. A career at EpiVax offers an opportunity to work in an exciting and creative environment with an interdisciplinary team of individuals who are passionate about what they do. Are you the next member of our team?

### ***Position Overview***

The Business Development Associate, working in the Office of the CEO, will provide sales support and be responsible for tasks that are integral to the coordination and success of the contract process as they relate to services. This includes drafting, negotiating, tracking, revising and executing contracts that involve the purchase of our services for commercial clients and government agencies. The Business Development Associate reports to the CEO, COO and Managing Director.

This position requires strong communication, organizational and time management skills, the ability to work independently and excellent verbal and written skills. The Business Development Associate will work to achieve the following:

### ***Primary Responsibilities***

- Support the CEO in all lead generation, customer relationship management, sales and marketing activities as requested;
- Use Salesforce to manage a client database by tracking and reporting contract status and maintaining detailed and organized files for each contract, which will include original contract, all correspondence, changes/deviations, amendments, milestones and payment schedules;
- Oversee and participate in the preparation and revision of all contracts that involve current and potential clients including amendments, extensions and new business arrangements;
- Interact with clients as needed to drive the contract process through full execution and as needed following the contract cycle;
- Prepare and disseminate information to appropriate employees regarding contract status, facilitate contract meetings;
- Maintain high level of customer satisfaction and responsiveness utilizing these relationships for up-selling and cross-selling opportunities;
- Provide contract updates and summaries via team meetings;

- Contact customers or clients at the direction of the CEO to schedule calls, meetings, updates, training, or other communications that may be required;
- Assist with preparation of meeting materials including agendas;
- Record, compile, transcribe, and distribute minutes of meetings;
- Marketing materials: Ordering, inventory, booklet/flyer/conference material preparation;
- Some travel may be required.

### **Qualifications**

Undergraduate degree in a life science is REQUIRED: Biology or Immunology are preferred along with 2+ years of related experience. We are a biotechnology company, preference will be given to qualified candidates with a scientific background.

### **Preferred Skills**

- CRM/Salesforce
- Writing/grammar
- Previous biotechnology industry experience
- Professionalism
- Interpersonal skills
- Organized and detail oriented
- Microsoft Office
- Public Speaking
- Research
- Networking abilities
- Prospecting Skills

*At this time, EpiVax will not sponsor applicants for work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.*