



Business Development Associate-Life Sciences

Position Overview

The Business Development Associate, working in the Office of the CEO, will help the company achieve its strategic goals by providing sales support. The BD Associate will be responsible for tasks that are integral to the coordination and success of the contract process as they relate to EpiVax services. This includes drafting, negotiating, tracking, revising, and executing contracts that involve the purchase of our biotechnology services for commercial clients and government agencies. The Business Development Associate reports to the Business Development Manager and C-level Executive Team.

Primary Responsibilities

- Support the Business Development Manager and CEO in outreach, lead generation, customer relationship management, sales and marketing activities
- Use CRM (Salesforce) to manage client database by tracking and reporting contract status, maintaining detailed and organized files for each contract
- Oversee and participate in the preparation and revision of contracts that involve current and potential clients including amendments, extensions, and new business
- Interact with clients 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 to Executive and Scientific Teams



- Contact customers or clients and schedule calls, meetings, updates, training, or other communications that may be required
- Assist with preparation of meeting materials including agendas and presentations
- Record, compile, transcribe, and distribute minutes of meetings
- Travel may be required for conferences or other sales related events

Required Skills:

- Undergraduate degree in a life science is required; Biology or Immunology preferred along with 1+ years of Biotech/Pharma experience.
- Strong interpersonal and networking skills
- Strong professional writing and communication skills both internal and external facing
- Self-starter with a strong work ethic and the ability to work independently
- Ability to prioritize multiple projects and adjust workload with frequent interruptions
- Well organized, diplomatic team player and able to work competently under pressure in a fast-paced environment
- Strong problem solving and critical thinking skills
- Experience with Salesforce or similar CRM platform
- Proficient use of MAC and/or PC, Microsoft Office (Outlook - email and scheduling, PowerPoint, Excel)
- Ability to travel on occasion
- Bilingual Spanish, French and/or Japanese a plus but not required

If you are interested in joining our team, please provide a cover letter with salary requirements to admin@epivax.com.