



Sales Administrator - Biotech

Business Development · Providence, Rhode Island (Hybrid)

EpiVax is currently expanding our sales department and hiring a motivated sales admin with an interest in developing their sales career within the life science industry. This position reports directly to the Associate Director of Business Development and has coordination with other departments across the organization including executive leadership.

Responsibilities:

- Lead generation and data entry into customer relationship management (CRM) system
- Prospect new leads using established protocols
- Support the execution CDA's, service agreements, sales proposals, templates, and other related documents
- Updates to company website and other marketing tools
- Assist in achieving defined metrics for sales activity and revenue growth
- Support tradeshow marketing and booth staffing at local, national and international events
- Follow up with new and current customers' inquiries
- Support team members from the office including; retrieving data from internal systems such as customer relationship management system (Salesforce) and the internet
- Prepare reports as needed for prospecting new clients, follow up with previous clients, incoming lead sources, meeting scheduling and agendas, etc.

Qualifications

- Bachelor's degree in biology or other scientific related major preferred, will consider other degrees with relevant work experience.
- Minimum of two years in sales support role

- Excellent interpersonal communications skills, both written and verbal are essential
- Ability to speak in public and interact with customers with confidence and ease
- Previous experience with Salesforce, MS Outlook, Excel, Word, Teams, PowerPoint, Linked In, and other relevant software
- Some travel may be required for conferences and trade events