



BioAnalyt

Sales Assistant (m/f/d) (full-time or part-time)

Life Sciences – B2B

BioAnalyt revolutionizes how nutrients are measured: What previously was only possible in an expensive laboratory can now be done quickly and inexpensively with our mobile laboratories. We work with global organizations (i.e. Nestlé, BASF, DSM, UNICEF, WFP), universities and hospitals, as well as local industries and organizations. Our mission is to make nutrients visible in food and body by democratizing nutrient testing.

To support our sales activities, we are seeking for the earliest possible date a **Sales Assistant (m/f/d) for a full-time or part-time** position based in Teltow/Berlin. In this role, you are part of our Sales and Marketing Team and will be primarily responsible for supporting sales team by running sales operations. Our ideal candidate is goal-oriented, likes structure, open and timely communication, and is diligent with record-keeping. If you have the mentioned traits and draw energy from being part of a team, we would like to meet you.

Your tasks:

- You support sales team in reaching sales targets.
- You handle the invoice and payment process and derive important data.
- You handle all steps of the sales process (offer, order).
- You manage and update the sales and customer records in CRM.
- You support the sales team in deriving the necessary data from CRM.
- You organize and prepare internal meetings.

Your profile:

- Commercial and/or business administration training.
- Fluent in English; intermediate in German.
- A proven track record in a role supporting sales or in an administrative function.
- Excellent knowledge of MS Office, CRM systems knowledge welcome.
- Ability to work both independently and within a team environment.
- Strong interpersonal and communication skills.

What we offer:

- The spirit of a small and fast-growing company offering the opportunity to take on responsibilities, bring in own ideas and manage work time flexibly.
- You will operate in an international environment, working in a passionate and young team of different nationalities
- You will receive ongoing personal development and leadership.

Starting date: ASAP

Contact:

Are you interested in the position? Then send us your application including cover letter, curriculum vitae, salary requirements and references to: career@bioanalyt.com.

If you have any questions, please contact Cathleen Friedrich at +49 3328 351 5025 - you will work closely with her and she looks forward to getting to know you.