



Scientific Sales Coordinator (m/f/d)

VirusSure is a biotech company specializing in Virus & Prion Safety Testing of biopharmaceuticals. We are a GLP/GMP certified control laboratory that offers pathogen safety testing service to the global biotech industry.

Do you have a background in Life Sciences, a flair for translating science into business and are you open to learn new sales tools? Then, this position based in Vienna is the right fit for you.

Your Role:

As scientific sales coordinator, you will provide crucial support to the Business Development team, handling various commercial and administrative tasks to help enhance our operations.

Key Responsibilities:

- Assist the Business Development team in commercial and administrative daily tasks to enable the team to function effectively
- Write commercial proposals in the scope of Biosafety Testing
- Keep our Salesforce CRM system up to date
- Organize company participation in scientific conferences, including lead identification and outreach via online partnering systems. Keep track of invoices related to business department activities

Your Profile:

- Bachelor's degree on Life Sciences (e.g. Biotechnology, Biology, Biochemistry)
- Excellent knowledge of English is required, and German is an advantage
- Excellent Microsoft Office IT skills (e.g. Word, Excel, Power Point, Outlook)
- Service-oriented person, team player, organized and communicative
- Experience in handling multiple tasks at the same time is an advantage
- Knowledge of CRM systems (Sales Force®) preferred or openness to learn

What we offer:

- Full-time position (40 hours) in an established company with a nice and young team, with flat hierarchies and short decision-making paths
- Training in Biosafety Testing as well as in Sales Tools
- A high degree of personal responsibility and a large amount of freedom to schedule your work
- Opportunities for career progression
- Regular team and company events in a relaxed atmosphere
- Salary according to experience (minimum salary 2.500€)

How to apply?

If you are interested in this exciting position, a friendly working environment is important to you and you want to support our team, please send your CV to: Mrs. Dijana Doknic humanresources@virusure.com

For more information on VirusSure please visit www.virusure.com