



Job: Business Support Administrator

Are you organised, accurate and efficient, highly literate, good at mastering office software, and would you love to manage the way we interact with our large, sophisticated customers?

Do you want to join a funded, award-winning, growing Cambridge start-up dealing with genomic data?

We are seeking a university graduate with at least one year experience of business support administration. There is scope for responsibilities and seniority to grow with the Company.

Responsibilities will include:

- Tracking and updating all customer relationships and activity by the sales team using our Customer Relationship Management system and other software.
- Instructing sales staff and managers as to what actions are required when, with increasing autonomy in judging from experience how different customer relationships should be managed.
- Following up on contacts with customers and prospects.
- Seeking out and identifying new leads and making first contact.
- Supporting the marketing manager with logistics and planning for exhibitions and tradeshow.
- Assisting with the creation/updating of marketing collateral.
- Attending events and tradeshow as required.
- Processing expenses claims submitted by colleagues.
- Supporting the marketing manager with email campaigns.

Key requirements:

- Well-organised, persistent, accurate and efficient.
- Highly literate.
- Adept at mastering office software.
- University degree.
- Admin experience.
- Ability to work on own initiative.

Advantageous non essential skills/experience:

- Knowledge of document layout or graphics software e.g. Affinity Designer, Adobe Illustrator
- Knowledge of email marketing platforms e.g. Mailchimp
- Knowledge of Customer Relationship Management systems e.g. Insightly, Salesforce

Pay is competitive and will be based on the candidate's skills, experience and talent.

PetaGene is an equal opportunities employer. We do not discriminate against employees or job applicants and select the best person for each job based on relevant skills and experience.

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