GOLDEN HELIX
Enabling Precision Medicine

Marketing & Sales Associate

Come work as a Junior Marketing & Sales Associate at a growing bioinformatics company that offers excellent benefits with opportunities to advance and learn alongside a great team.

THE COMPANY:

Golden Helix has been delivering industry-leading bioinformatics solutions for the advancement of life science research and translational medicine for over 20 years with 1,000s of users around the world. With our software, hundreds of the world's top hospitals, testing labs, pharmaceutical, biotech, and academic research organizations can harness the full potential of genomics to identify the cause of disease, improve the efficacy and safety of drugs, develop genomic diagnostics, and advance the quest for personalized medicine.

THE POSITION:

As the Junior Marketing & Sales Associate at Golden Helix, you will be part of a dynamic team of professionals who plan and implement our global sales, marketing, and advertising outreach activities. Primary duties will be to help facilitate outbound prospecting and marketing initiatives for our gumptious team. This position encompasses basic sales outreach and follow-up, along with excellent customer service skills. This is a great opportunity to learn the key areas of sales and marketing which could lead to a development path in either area.

- Outbound email and calls to prospects
- Provide product, promotion and pricing information from customer requests; forwarding information, answering customer questions
- Contact customers and prospects to arrange appointments or to make follow-up calls
- Develop, edit, and publish content for a range of digital communication channels
- Execute weekly targeted emails as well as targeted database management
- Manage extensive email and mailing database
- Other duties as assigned

QUALIFICATIONS:

- ✓ High school diploma or equivalent
- ✓ Associate degree is preferable
- ✓ Self-motivated, organized, responsible and detail-oriented
- ✓ Excellent time and project management skills
- ✓ Have great communication skills – written, verbal, presentation and interpersonal skills
- ✓ Proficiency with MS Office – Outlook, Excel, World
- ✓ Experience with MS CRM is an added advantage
- ✓ Ability to manage and prioritize requests coming from multiple team members

INTERESTED?

If you are interested in a challenging and rewarding position with an exciting company, please send your resume and letter of interest to personnel@goldenhelix.com.