

VACANCY

Job title : Sales Support – B2G/Tenders and Projects

Location: Camberley and Southampton

Job Summary

Primerdesign, part of the Novacyt Group, is a fast growing, dynamic qPCR based MDx specialist company looking for an energetic individual to join the Business to Government (B2G) and projects team. The Sales Support Specialist will be a fundamental part of the B2G team, their role will be to aid the Business Development team in revenue generation by being the office-based team member. This role will be working closely with other office-based teams including but exclusive to; Finance, Technical, R&D and Regulatory, to ensure all required information is prepared for tender submissions and for ongoing projects. The Sales Support will report to the Business Development Manager for B2G/Tenders. This position offers an opportunity to develop and potentially directly lead on many of the day-to-day tenders the Novacyt Group is pursuing globally.

The role will be predominantly office based with time split at the company’s Southampton and Camberley offices. On occasion they will be needed to attend customer meetings, in line with COVID-19 safety procedures.

Main duties and responsibilities

- Support Business Development Team
- Build relationships with internal staff on all sites
- Collate required technical and support information on tender responses
- Submit tender responses on time in full
- Work as part of the team to identify potential new opportunities to grow B2G market share
- Monitor third party tender platforms for opportunities
- Collate information on Tenders won and lost
- Manage CRM database and update pipeline on a regular basis
- Work closely with other sales teams to identify potential tender solutions including “Private Testing” team and “RUO Distribution” team
- Must be able to travel between working sites
- Flexible working times outside of core hours required to meet the needs of customers globally including occasional availability during weekends

Qualifications and experience required

- Experience of working on tenders
- Minimum BSc/BA in Sciences or Business-related subject
- Exemplary time management skills
- High organisational skills
- Ability to work a high number of projects simultaneously
- Ability to engage with internal and external stakeholders of all levels
- Ability to be self-driven to meet deadlines and results
- Good experience in using IT packages and CRM tools
- Experience of clinical product launch planning
- High energy
- Team player in long term multi discipline projects.

Please ensure that you notify your current manager that you are applying for an Internal position.

Hours of Work	37.5 hours per week
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For further information or to apply for this vacancy please e-mail Kay Campbell, HR kay.campbell@novacyt.com