

Sales/Marketing Administrative Assistant (Lisboa, Portugal)

NZYTech

NZYTech is a privately owned fast growing international company which discovers, produces and supplies a wide range of solutions in the fields of Molecular Biology & Diagnostics, Enzymes & Proteins and enzymatic Assay Kits. As NZYTech continues to evolve globally, we aim to make the worldwide acquisition of NZYTech products and services a fast, easy and enjoyable experience for our customers, as well as to provide products that simplify, accelerate and improve your research and production settings.

What You'll do

@Sales Administrative Assistant

- Support to the sales team
- Provide proactive customer outreach and reply to open inquiries
- Prepare quotes
- Liaison between the Logistics/Ordering teams and Sales
- Prepare and provide support in tenders and all tender-related processes

@Marketing Administrative Assistant

- Support to the Marketing team
- Management of open inquiries (sponsorship and supplier requests)
- Data Entry and Documentation
- Organize and prepare marketing collateral for events and sales support initiatives (National and International Congresses and Meetings)
- Maintain schedule for marketing initiatives

Who You Are

- MSc Life Sciences (Molecular Biology, Biochemistry, Biology, Biotechnology, etc)
- Proficient in English, both written and spoken (mandatory)
- Dynamic, with high sense of responsibility and autonomy

We offer

- Contract (Portuguese labor law) with NZYTech - 40 weekly hours
- Competitive compensation and benefits package

Applications (CV + Cover letter) must be submitted by email to applications@nzytech.com with the following subject "Sales/Marketing Assistant 2022" until the 1st of September.