

## **Job Description; Virtual office manager, sales administrator**

### **Responsibilities**

- Providing administrative support to Sales Consultants
- Handling virtual back office sales tasks such as lead generation and verification. Screening various sources of incoming leads eg Website, webinars.
- General 'housekeeping' of online documentations in Hubspot & G Drive: ensuring all projects & themes folders follow the same format.
- Updating documents and presentations as instructed.
- Follow up with prospects & coordination with accountants re. POs & invoices.
- Record keeping on G Drive & Hubspot (eg Ensuring contact details are current)
- Regular (monthly/quarterly-varies) coordination with project managers. Document & report updates to the sales team.
- Other general administrative support as need arises.

### **Requirements**

- . BSc or equivalent in Life Sciences-related field.
- . Working knowledge of the Pharmaceutical and life sciences industry
- . Experience of working in teams. (in a virtual setting – preferred)
- . General knowledge of the sales process and terminology. (Sales Experience preferred)
- . Proficient user of Microsoft Office, Google G Suite.
- . Proficient user of CRM soft wares (Hubspot preferred)
- . Prior administrative experience

### **Personal Profile**

- Excellent organizational skills.
- Attention to detail.
- Keen team player
- Interpersonal skills; Effective communication. This is not a client-facing role but frequent coordination with colleagues internally is required.
- Desire to be proactive and create seamless positive experience for the team