



Technical Sales Assistant

V.I.E. International Volunteer Program, Atlanta, United States

Biotechnology

Company

Affinisep develops and manufactures sample preparation kits to solve bioanalytical scientists' challenges and to impact life, environment and health with science.

Our customers are analytical and R&D laboratories from the world's largest companies, leading academic institutes and small laboratories with high expertise.

The company is headquartered and has R&D and production facilities in Normandy (France).

Affinisep is a team of scientists devoted to resolve issues for analytical labs by providing sample preparation kits for biotech and life sciences R&D, for food safety and quality testing and environmental monitoring.

Missions

As a part of the sales team, your role will be focused on contributing to the below themes:

- Sales:
 - Find new leads, Follow-up leads (Email, phone, social media), creating quote,
 - Provide support to Sales manager in day-to-day activities,
 - Preparing and updating presentations and reports for Sales management,
- Customer services:
 - Work closely with customers in order to propose the best solution,
 - Support customers in their validation studies,
 - Establish, develop and maintain positive business and customer relationship,
- Order processing:
 - Take customer orders by phone and email, integrating in purchasing system, order confirmation
 - Warehouse and shipping
- Participate at exhibitions and conferences
- General administrative tasks : Perform administrative tasks, Booth organization, Meeting organisation and other administrative tasks

Profile required

You are graduated with a master's degree or PhD in analytical chemistry ideally in Chromatography method by Mass Spectrometry.

You are

- Interested in working in a scientific environment,



- Reactive, rigorous and reliable,
- Capable to adapt to a multi-task work environment,

You have

- pro-active and solution orientated behaviour,
- Positive, can-do attitude,
- Team spirit, collective mindset.

Fluent communication skills in English is a must.

Strong computer skills in Word, Excel, PowerPoint, Adobe Acrobat and a CRM system would be an asset.

Other information

This contract in Atlanta is to begin as soon as possible and there are 3 months between your application date and the beginning of your VIE assignment. We propose a contract for these 3 months for your training in France. Then the VIE contract can last up-to 24 months.

The VIE is a specific contract, under Business France's eligibility criteria, opened to candidates under 28 and from the member states of the European Economic Space. For further information, please see www.civiweb.com.

To facilitate the examination of your application by our English-speaking managers, we thank you for applying in English to rh@affinisep.com with reference 20230822VIE

WHY JOIN US

As soon as you arrive, you will be integrated into our teams and will learn every day alongside our experts, who will support you in your tasks. Gradually, you will become more independent in your projects, making this experience a real career accelerator. You will also discover all the diversity of our businesses, in a sector that is constantly evolving and innovating.

At the end of your VIE, various opportunities could be offered to you, in France or abroad.