

We are a small but highly experienced Life Science company located in Wiener Neustadt in Lower Austria. Our company is about to take off and bring new innovative cancer tests for research and routine diagnostics onto the Life Science market.

CUSTOMER SERVICE AND MARKETING MANAGEMENT ASSISTANT (f/m), 20 hours

As Customer and Marketing Management Assistant you are the link between our worldwide customers and the internal specialist departments.

- Interact with our global customers to identify and serve their needs and requirements.
- Resolve issues related to customer services.
- Maintain and manage customer files and databases.
- Coordinate and collaborate with cross-functional teams to ensure quality services to customers.
- Coordination and management of the ordering processes and ongoing improvement of the associated process flows.
- Develop, implement and control processes to ensure high levels of customer satisfaction.
- Participate in the development and execution of marketing strategies.
- Assist with various administrative, sales and marketing tasks.

Your Qualifications

- Bachelor degree in business administration or similar field
- Well-organised with a high level of attention to detail and accuracy
- Excellent interpersonal skills, great team player and fluent in German and English
- Several years of experience in business administration of Life Science /Biotech products (preferably in customer service or marketing)
- Experienced in working in ISO9001 regulated business

Your Benefits

As our Customer Service and Marketing Assistant you will closely cooperate with the company management and have the great opportunity of actively participating in shaping our common venture.

The minimum salary amounts to € 1400 gross per month for a part-time position (20 hours).

However, we offer a market-oriented excess payment in line with your qualifications, experience and individual competencies.

Please send your cover letter and CV to m.rosenauer@oncolab.at.