

Job Title: Executive Sales Assistant
Location: Hybrid, office is in Newcastle, UK
Salary: £25k-£30k + uncapped performance-based bonuses
Benefits: 25 days/year holiday; pension
Reporting to: Chief Executive Officer

About us

We're here to turn the cryologistics world on its head, becoming every laboratory's favourite shipping companion across the globe. Redefining how labs operate, trimming costs, & giving a jolly good boost to reducing carbon emissions worldwide.

Role Overview

As Executive Sales Assistant, you'll be the secret weapon behind our sales engine, keeping things running smoothly while supporting high-stakes deals. You'll be the orchestrator of sales operations, the right hand to our CEO, and the linchpin between customers, internal teams, and global opportunities. If you thrive on precision, relish working in a fast-paced environment, and have a knack for turning chaos into order, this role is your perfect burrow.

Responsibilities

- **Sales Support Superpower:** Assist in managing inbound leads, preparing proposals, and ensuring follow-ups are as timely as a hedgehog's winter nap schedule.
- **CRM Guardian:** Maintain and enhance our HubSpot CRM, ensuring every interaction is recorded, every pipeline is optimised, and every lead gets the attention it deserves.
- **Commercial Coordination:** Prepare sales presentations, pricing models, and contract drafts, ensuring our team is armed with the best tools to win deals.
- **Market Intelligence Maven:** Research potential customers, competitors, and industry trends to keep our sales strategy one step ahead.
- **Event and Travel Wizardry:** Assist in organising international conferences, customer site visits, and travel plans, ensuring every interaction runs without a hitch.
- **Internal Comms Guru:** Act as the central hub between sales, marketing, and operations, making sure nothing falls through the cracks.
- **Data & Reporting Dynamo:** Generate reports on sales performance, customer trends, and operational efficiencies, giving leadership the insights they need to make sharp decisions.
- **Process Powerhouse:** Identify ways to refine and streamline our sales processes, making Atelerix even more agile and responsive.

Your Attributes

- Razor-sharp attention to detail, because the small things often make the biggest impact.
- A proactive mindset, anticipating needs before they even arise.
- Strong organisational and multitasking skills, you juggle tasks like a hedgehog balances on a log.
- A commercial and customer-centric mindset, you understand that sales success is about relationships, not just numbers.
- Thrives in a start-up environment, you love the energy, embrace the hustle, and aren't afraid to roll up your sleeves.
- Excellent communication skills, written, verbal, and digital; you make complex things sound simple.

Your Experience

- Previous experience in a sales support, executive assistant, or operations role - preferably in life sciences, biotech, or high-growth tech start-ups.
- Strong familiarity with CRM systems (HubSpot preferred) and sales pipeline management.
- Experience handling commercial documentation (quotes, contracts, pricing models).
- A background in managing international customers, events, or travel logistics is a plus.

Why Join Atelerix?

This is your chance to play a pivotal role in a rapidly growing company, working at the forefront of bioscience innovation. You'll gain exposure to global markets, top-tier customers, and cutting-edge technology while making a real impact.

Ready to help redefine bioscience logistics and keep our sales team running at full speed? Apply today and let's build something extraordinary together!