

Sales and Marketing Associate

TechLab, Inc. develops, manufactures and distributes medical diagnostic tests. Our company places emphasis on science and collaboration with Universities. We are looking to add a **Sales and Marketing Associate** to our Commercial team. The Sales and Marketing Associate will aid the Commercial Team in performing revenue-generating activities. This position will also work with and maintain working relationships with external vendors, distributors, and customers.

An employee in this position can expect to perform the following duties:

- Organize project materials following the direction of the Chief Commercial Officer and Marketing Manager
- Monitor projects and timelines tethered to creative deliverables
- Communicate with external agencies, vendors, and customers
- Perform financial and marketing analysis
- Assist in organizing meetings, conferences, and events
- Work to meet fast approaching deadlines
- Perform administrative duties such as: Responding to emails, creating reports, managing target lists, maintaining social media
- Act as an internal liaison
- Create deliverables using knowledge of graphic design, web development and marketing

TechLab offers a competitive salary with excellent benefits. This position requires candidates to possess a Bachelor's degree, preferably in life sciences, and at least one year of experience in clinical or life science Sales or Marketing.

The ideal candidate will have technical writing and organization skills as well as excellent customer facing communication skills.

Interested candidates should send a resume to careers@techlab.com, Blacksburg, Virginia 24060. EOE.