

Blacksburg Location
2001 Kraft Drive
Blacksburg, VA 24060



Radford Location
20 Corporate Drive
Radford, VA 24141

Job Title: Sales Administration 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 Administration Associate** to our Commercial team. The Sales Administration position supports the TECHLAB Commercial Team through data management, data analysis, logistical support.

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

- Design, pull, and analyze reports from Salesforce.com to track sales team and marketing performance
- Manage incentive plans
- Manage product promotion analytics
- Assist in organizing meetings, conferences, trainings, and events
- Monitor marketing/sales collateral management tool metrics
- Provide backup coverage for Customer Service/Inside Sales Team as needed
- Follow and update Standard Operating Procedures as needed
- Coordinate internal meetings, including scheduling, agendas, and tracking notes/follow-up tasks
- Collect supporting data and materials for executive presentations
- Monitor and update vendor credentialing and access at direct accounts
- Approve expense reports
- Prepare and manage contractor paperwork
- Obtain purchase orders and communicate effectively with finance
- Onsite position in Blacksburg, Virginia

TechLab offers a competitive salary with excellent benefits. This position requires candidates to possess an Associate degree or equivalent, excellent communication skills, detail oriented, and ability to work in a fast-paced professional business environment. Customer service or inside sales experience is preferred. Interested candidates should send a resume to **careers@techlab.com**

Blacksburg, Virginia & Radford, Virginia EOE.