

Blacksburg Location  
2001 Kraft Drive  
Blacksburg, VA 24060



Radford Location  
20 Corporate Drive  
Radford, VA 24141

### **Job Title: Customer Service/Inside Sales Representative**

#### **Company Overview**

**TECHLAB®, Inc.** was founded in 1989 by scientists from the Virginia Tech Anaerobe Lab, one of the only three institutions in the world dedicated to the study of anaerobic organisms. In the late 1970's and early 1980's, research headed by Dr. Tracy Wilkins began on *Clostridium difficile* and its toxins.

Today the company is poised for high growth through private equity funding and develops, manufactures and distributes intestinal diagnostics worldwide retaining an emphasis on science and collaborations with universities. Products are focused in the areas of intestinal inflammation, antibiotic associated diarrhea and parasitology. Research continues on markers of intestinal inflammation, the toxins of *Clostridium difficile*, amebiasis and vaccine development. TECHLAB®, Inc. has ISO 13485 certification, and FDA registration. For more information, visit [www.techlab.com](http://www.techlab.com).

#### **Job Summary**

The Customer Service/Inside Sales Representative will be the primary customer-facing entity at TECHLAB. Through professional and clear communication, the Customer Service/Inside Sales Representative will interact with the customer daily to ensure an expedient, quality, and enjoyable customer experience and will actively work to uncover new business leads for the company. The Customer Service/Inside Sales Representative will report to the Customer Service and Marketing Communications Manager.

#### **Work Activities**

- Professionally handle customer inquiries by phone and email, identifying and escalating priority issues to management
  - Ensure that all orders are processed daily and appropriate follow-up information (i.e. shipping confirmation) is provided in a timely manner
  - Follow all documented processes and workflows to enhance the customer experience and build sustainable relationships
  - Identify customer needs/questions, clarify information, and provide solutions and/or alternatives, engaging with other teams as necessary
  - Resolve account collection issues, escalating to management and/or finance as necessary
  - Provide quotes to customers based on standard pricing tiers
  - Keep customer accounts current by updating databases during and after calls or emails
- Process orders and manage requests by distribution partners
- Uncover business opportunities at current and prospective accounts through internet searches and by making phone calls
- Identify cross-selling opportunities at current accounts and work with management and/or the sales team to close new business
- Act as a customer advocate throughout the organization in communication with other teams
- Onsite position in Blacksburg, Virginia

#### **Tools and Equipment Used**

- Microsoft Office Suite

**Job Context**

When on site, TECHLAB maintains a climate-controlled environment for the job of Customer Service and Inside Sales Representative. A typical workweek is Monday through Friday, however, the workweek may fluctuate based on the needs of the clients, partners, and tasks. Overtime is occasionally necessary with or without advance notice. The Customer Service and Inside Sales Representative may be required to travel between TECHLAB offices or to external suppliers and vendors as needed.

**Minimum Qualifications**

- Associate degree + 1 year of customer service experience
- High School Diploma or Equivalent + 3 years of customer service experience

**Preferred Qualifications**

- Experience with Salesforce.com and/or Sage X3
- Excellent communication skills, competency in a foreign language is desirable
- Detail oriented with the ability to maintain a high degree of confidentiality
- Inside sales experience
- Schedule flexibility