

aquila biolabs GmbH is a German sensor technology developer of smart sensors and state-of-the-art data analytics software for bioprocessing applications. As a subsidiary of the life sciences tool provider Scientific Industries, Inc., aquila biolabs aims to take the guesswork out of bioprocessing and pioneers digitally simplified bioprocessing by providing actionable insights from lab to production floor.

We currently have a vacancy for a

Marketing & Sales Support Specialist (F/M/D)

in our Marketing & Sales team.

During your work as a Marketing & Sales Support Specialist, you will help our global Marketing and Sales Teams with a variety of tasks and responsibilities. This is a dynamic role, that will suit someone with excellent communication and organizations skills. The responsibilities of this role include, but is not limited to:

- Organization and coordination of conferences, trade shows
 - Communication, coordination, booking and logistics with show organizers
 - Booking flights for members of the sales and marketing team and ensuring they have the appropriate marketing material.
 - Coordinating the return of marketing materials once the conference or trade show has completed.
- Internal coordination and processing of orders and being responsible for
 - Place internal orders with Production
 - Assist Production with shipments to customers
 - Coordinate customer invoicing with the finance team
 - Define and optimize SOPs and business processes together with Sales and Production
- Consolidate sales and marketing KPIs and create custom reports
 - Partner with sales automation to enter sales numbers and metrics
- Contact Management and Marketing KPI analysis in Hubspot
 - Create new contacts in Hubspot / Import Contacts from Sales Activities
 - Hand-over contacts to sales team members
 - Manage contacts along different customer lifecycle stages
 - Analyze Marketing KPIs
- Administrative duties (e.g., travel planning, organization of internal and external calls and meetings)

The skills required for this position:

- Highly organized and structured: You enjoy managing a broad variety of tasks in parallel
- Strong people skills: You will have daily contact with various colleagues from Marketing, Sales and Production and will need to coordinate activities cross-functionally
- Ideally you know how to write and optimize SOPs and business processes

- Excellent attention to detail and analytical skills
- Proficient with Microsoft Office applications, especially Excel and PowerPoint.
- Experience with Hubspot and CRM systems is a plus
- Work experience in similar roles or Project Management would be advantageous
- Pro-active Team player with a “can-do” attitude and a high sense of personal accountability
- Tenacious and resilient to work in an agile and dynamic work environment
- Fluent in English and German

If you want to join a young team of highly talented and motivated people as well as to enjoy **flexible working times and locations, unlimited holidays and an attractive salary package**, then we look forward to getting to know you personally.

Interested persons may send their full applications to **career@aquila-biolabs.de**, including CV, graduation certificates, performance records and, if available, job or project references. A letter of application is not required.

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