

AXYS ANALYTICAL SERVICES

SALES & MARKETING COORDINATOR

AXYS operates an environmental laboratory specializing in trace analysis of emerging organic contaminants. Reporting to the Director of Sales & Marketing, this role supports the department by responding to client informational needs and preparing marketing communications for business development. Initiative and a positive, energetic attitude are pre-requisites. A relevant post secondary education is required for this position.

KEY RESPONSIBILITIES

Sales and Customer Service Support (80%)

- Develop and manage information such as service & pricing guides, scientific literature, corporate capability descriptions for use in client communications.
- Assist in the preparation of RFP's, business reviews, and contractual reporting obligations.
- Research & develop market intelligence on emerging contaminant issues.
- Review opportunities and distribute to appropriate personnel.

Marketing Communications (20%)

- Maintain contact information for existing and potential clients.
- Develop literature in support of new products and services.
- Manage corporate brand information and related literature.
- Coordinate involvement in trade shows and industry forums.
- Maintain and update corporate website as required.

SKILLS REQUIRED

1. Knowledge of application or end use of analytical data by client.
2. Knowledge of organic chemical analytical processes advantageous.
3. Regulatory and emerging contaminant knowledge.
4. Effective written and verbal client communications (including technical marketing skills).
5. Superior organizational and planning skills.
6. Skilled in MS Office

Please email your resume to careers@axysanalytical.com or apply online at our website www.axysanalytical.com