

Services Project Coordinator (Carlsbad CA)

Active Motif, Inc. is a privately held biotechnology company focused on supplying innovative kits and reagents for epigenetics and nuclear function research. Active Motif's Services group performs specialized epigenetics-based experiments for leading academic groups & pharmaceutical companies and is seeking a Project Coordinator to join our team.

The Services Project Coordinator will work closely with members of the Sales, Services, Customer Service and Accounting teams to manage Services opportunities in North America. The ideal candidate will be well-organized, work effectively as a team contributor and possess professional written and verbal communication skills.

Job Description

- Work collaboratively with all internal teams to ensure Services projects are moving efficiently through our process
- Review project quotes for accuracy and completeness
- Aid Sales team by generating Services quotes in event of Sales team absence
- Assist customers with sample submission documentation and sample logistics
- Track incoming orders and invoicing for North America Services projects
- Track Services projects in an appropriate system from Quote through Payment
- Maintain support documentation
- Other duties as assigned

Required Skills

- Excellent organization skills
- Attention to detail
- Professional written and verbal communication skills
- Team player
- Strong interpersonal skills

Required Experience

- BA/BS in Life Sciences
- Working knowledge of Microsoft Office
- Sales experience in the Life Sciences Industry is a bonus

In addition to a highly interactive and stimulating work environment, Active Motif also provides competitive salaries, stock options and an excellent benefits package. Active Motif is an equal opportunity employer and promotes diversity throughout its workforce. Active Motif is headquartered in Carlsbad, California, and has additional offices in Belgium, Japan and China.

If you meet the above requirements and are interested in a career with Active Motif, please submit a cover letter and resume outlining your qualifications and experience to: hr@activemotif.com, referencing "Project Coordinator, Services 2019" in the Subject line.

We thank all applicants, however, only those selected for interviews will be contacted.