



We think you're awesome – Join our Team!



Marketing/Sales Administrator

CELLTREAT Scientific Products is a supplier of laboratory products for the Life Science industry. Our strong focus on our customers, team, and values creates a fun and rewarding work-hard/play-hard environment. Come see what the Green Team has to offer; you're going to love working here!

What you can expect:

- Team members who "get it done" are appreciated, recognized, and rewarded
- Learn new skills, build your experience, and grow with the company
- Share the prize – bonuses, employee lunches, activities, recognition programs, and more!

Join CELLTREAT'S team as our **Marketing and Sales Administrator** supporting the sales and marketing teams by managing customer records, coordinating campaigns, preparing reports, handling inquiries, and assisting with promotional activities and sales documentation.

Responsibilities

- Process customer sample and promotional requests
- Assist with assembling and packaging promotional requests
- Maintain leads email and tracking file
- Update tracking files for metrics
- Reply to sales reps and customers to provide updates for items shipped and other inquiries
- Pull Leads, Samples, and Promotional data for Meetings
- Assist with marketing, printing, and cutting of literature
- Additional responsibilities as needed

Education and Experience

- High School diploma or equivalent required
- A degree in business (preferred but not essential)
- Prior administrative experience preferred, in marketing and/or sales a plus
- Familiarity with scientific products/industry a plus

Skills

- Strong computer skills, Microsoft Office (especially Excel)
- Organizational skills and strong attention to detail
- Ability to multi-task and work effectively as part of a team or independently
- Time management skills
- Proofreading

Work Schedule

- Monday - Friday, 8:30 am-5:00 pm
- Potential for overtime as needed

**Compensation**

- \$20 - \$23/hour based on experience
- Company-wide quarterly bonus, subject to Company performance, responsibilities, and tenure
- \$750 Onboarding Bonus paid upon completion of new hire onboarding program
- Comprehensive benefits program, including medical, dental, vision, life and disability plans, PTO, paid holidays, and a matching 401(k) plan

To Apply: Submit resume and letter of interest to Dixie Lockwood at dixiel@celltreat.com