



Job Title: Business Development Rep/Sales Administration for UK/I and Benelux
Company: LabVantage Solutions
Location: Europe/UK / Remote

Who we are:

LabVantage Solutions, Inc. is a leading global provider of laboratory informatics solutions that empower organisations to accelerate research and improve laboratory efficiency.

Specialising in Laboratory Information Management Systems (LIMS), LabVantage provides an innovative suite of software and services that streamline lab operations, enhance data management, and ensure compliance across diverse industries, including pharmaceuticals, healthcare, biobanking, food and beverage, and more.

With a reputation for cutting edge technology, configurable solutions and exceptional customer support, LabVantage helps organisations harness the full potential of their data, enabling smarter, faster decision-making. Recognised as the Company of the Year and Product of the Year 2024, join our team to make a meaningful impact in driving the future of lab innovation and digital transformation.

As a result of our continuing success, LABVANTAGE continue to grow in and are now looking at strengthening our sales team with a proactive and organised

Business Development Representative (BDR) and Sales Administrator

to support our Sales team by driving business growth, generating and progressing leads, and providing essential sales administration support.

This dual role position requires a candidate who is equally skilled at prospecting and engaging potential clients as they are at handling administrative tasks that streamline our sales process. The ideal candidate will thrive in a dynamic environment and will be instrumental in achieving our business growth objectives.

Your Responsibilities:

- **Inbound and Outbound lead generation and progression:** identify, research and qualify new business opportunities through outbound efforts (cold calls, emails, social media etc) and inbound lead follow-up from events, webinars and workshops
- **Prospecting:** Be the frontline in engaging prospects to understand their business needs and pain points, positioning LabVantage correctly at the start of the process. Help the team qualify in or out by using the knowledge you have collected in early-stage contact, sharing with the team as required
- **Pipeline Building:** Work closely with the Sales team to build and maintain a robust sales pipeline, tracking agreed prioritised prospects and nurturing leads throughout the sales cycle. Work closely with the Marketing team to understand Marketing plans and activities, aligning to both teams to hit conversion rates and goals
- **Appointment Setting:** Schedule discovery calls, demos, and meetings between qualified leads and Sales reps
- **Market Research:** Stay updated on industry trends within the LIMS market, competitors and potential areas for growth to support strategy and business outreach
- **CRM Management:** Input, update and manage customers and prospect data within CRM to ensure accurate sharing of information, supporting early sales cycle progression, reporting and forecasting

- **Sales Order Processing:** Process sales orders and ensure accuracy in documentation, pricing, and customer requirements
- **Contract & Document Management:** Prepare, review and manage contracts, proposals and other sales documents. Ensure all necessary documentation is collected and stored correctly
- **Reporting:** Generate regular sales reports, dashboards and analytics for management, offering insights to help guide decision making
- **Customer Support:** Act as a point of contact for customer inquiries, assisting with order tracking, product/service information and any issues that arise
- **Sales Tools & CRM:** Maintain and update CRM and other sales tools, ensuring accuracy in records for efficient operations and tracking
- **Co-ordination:** Support communication and co-ordination between sales, finance and operations teams to ensure smooth order fulfilment and customer satisfaction

Your Qualifications:

- **Experience:** 1-2 years of experience in business development, sales administration or a related sales support role, ideally in a LIMS related market/Life Sciences
- **Education:** Suitable for a graduate, eager to enter the industry and a sales function
- **Sales Skills:** Demonstrated ability to generate leads, qualify prospects and effectively communicate product value
- **Technical Proficiency:** Proficiency with CRM software (e.g. SFDC, Hubspot and MS Office Suite)
- **Organisational Skills:** Strong attention to detail and ability to manage multiple tasks and deadlines
- **Communication Skills:** Excellent written and verbal communication skills, able to present information clearly and build strong relationships
- **Adaptability:** Comfortable working in a fast-paced environment and adaptable to shifting priorities and business needs

We Offer:

- Competitive salary and commission structure.
- Comprehensive benefits package.
- Opportunities for professional development and career advancement.
- A supportive and collaborative work environment.

We have one of the best product portfolios in the market. We are a team of experts, enjoying our work and focusing on our customers, to come up with the best solutions every day. We are an international team, where every member is respected. As a company we help our customers to come up with innovations for society, and we take care of our employees and their development, right from the beginning.

If you are a results-oriented and proactive individual with a passion for sales in the life sciences industry, we invite you to join our team and contribute to the success of LabVantage Solutions. To apply, please submit your resume and a cover letter outlining your relevant experience to recruiting.europe@labvantage.com.

LabVantage Solutions is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.