



Job Title: Sales Operations Specialist

Location: Manassas, Virginia, USA

Ceres Nanosciences Inc. (“Ceres”) Ceres Nanosciences Inc. (“Ceres”) is engaged in the research, development, and commercialization of innovative sample preparation products, based on its proprietary Nanotrap® particle platform. Nanotrap® particles capture, concentrate, and preserve the most valuable analytes, enabling early and accurate detection of diseases such as cancer, cardiac, neurological, and infectious diseases, resulting in improved patient outcomes and reduced healthcare costs.

Role Description:

We are seeking a detail-oriented and dynamic analytical Sales Operations Specialist to join our Commercial team. The ideal candidate will play a crucial role in optimizing sales processes, implementing effective strategies, generating leads, qualifying prospects, and closing sales over the phone and through digital communications. Additionally, this candidate will build and manage sales tools, refine sales processes, ensure data quality, and support the sales team to maximize productivity and to exceed targets.

Key Responsibilities:

- **Sales Pipeline Management:** Build sales funnel by prospecting and qualifying new sales leads through inbound and outbound calls and emails. Research accounts, identify key players, and generate interest. Understand customer needs and requirements, recommend appropriate products or services, close sales, and meet sales quotas. Deeply understand Ceres Nanosciences’ products and the value they bring to the customers. Study and monitor competitor products and how they compare to Ceres Nanosciences’ products.
- **Sales Process Optimization:** Analyze current sales processes and systems to identify areas for improvement. Develop and implement strategies to streamline operations and enhance efficiency.
- **Data Analysis and Reporting:** Utilize CRM and other sales software to generate reports, analyze sales data, and provide actionable insights to drive sales growth.
- **Sales Forecasting:** Collaborate with sales leadership to forecast sales targets and track performance against goals. Identify trends and recommend adjustments to sales strategies as needed.
- **Sales Support:** Provide operational support to the sales team, including creating sales appointments and inviting customers to the office, assisting with order processing, and ensuring smooth communication between sales, marketing, and other departments.
- **Training and Documentation:** Develop training materials and documentation on sales processes and systems. Conduct training sessions to ensure the sales team is equipped with necessary skills and knowledge.
- **Cross-functional Collaboration:** Work closely with marketing, field applications, and operations departments to ensure alignment on sales initiatives, data accuracy, and process improvements.
- **CRM Management:** Maintain and update CRM system records and ensure data integrity. Customize CRM dashboards and reports to meet the needs of sales management and executives.
- **Travel:** Professionally represent the company at sales meetings, industry trade shows, and training seminars.

Required credentials:

- Bachelor's degree with a solid analytical and technical background.
- Proven Life Sciences experience (2-4 years) in sales operations, business analysis, or a similar role and experience in inside sales with a track record of over-achieving goals.
- Strong analytical skills with the ability to interpret data and trends, diagnose problems, and recommend effective solutions.
- Tech-savvy with experience in modern software tools and Excel/Google Sheets and CRM software (e.g. Salesforce, Hubspot) and MS Office Suite.
- Excellent communication and interpersonal skills for cross-functional and international collaboration. Strong phone presence and experience dialing dozens of calls per day.
- Excellent verbal and written communication skills.
- Detail-oriented with strong organizational skills and the ability to manage multiple priorities.
- Familiarity with different sales techniques and pipeline management.
- Self-motivated with a drive to succeed in a fast-growing tech startup to achieve common goals while multi-tasking, prioritizing, and managing time effectively.

Diversity and Inclusion

Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Ceres Nanosciences we are dedicated to building a diverse, inclusive, and collaborative workplace. If you're interested in this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply.

Interested candidates should email a cover letter and resume to your qualifications and interest in this position to sales@ceresnano.com. We look forward to hearing from you!