

Job description

Part Time Administrative Sales Assistant - Surgical Training Devices Phacon USA. - Atlanta, GA

PHACON is seeking a part time dynamic, motivated person who is keen to help us in our administrative sales tasks and marketing. We offer a flexible working schedule with a Great opportunity for career advancement. A German surgical training device manufacturer is looking to add a motivated Marketing and Administrative Sales Assistant to their US organization. Phacon is a market leader for more than 15 years in smart surgical trainers that combine realistic real-world surgical models with integrated OR navigation technology solutions. Our exclusive and proprietary products reduce cost, improve skills, and ultimately enhance patient safety thus creating new possibilities for hospitals, doctors and medical device/equipment manufacturers. In 2017 we opened our Atlanta Office to best serve the America's. Come join us to shape your future and the future of surgical training.

OPPORTUNITY:

- Apply well developed marketing skills to enhance and expand our business across the entire product portfolio. Seek new uses and applications for the products with current and prospective customers, work collaboratively with the parent company in Germany to develop new applications.
- Improve and update the Content on our Webpage www.phacon.us with the help of a Content Management Software (WordPress) and Social Media Accounts.
- Create Mail Campaigns to drive new business and gain market share.
- Prepare for conferences/ trade shows across the US in close coordination with our European headquarter.
- Optional - Join and support one or two main conferences a year inside US.
- Support our administrative tasks in our sales process. In some cases, such as collections and created customer quotes
- Market Research

REQUIREMENTS:

- Administrative Marketing experience preferred.
- Ability to speak and write Spanish is an advantage
- Affinity to state-of-the-art technology and computer applications.
- Proficient in MS Office Suite and knowledgeable with CRM applications.
- Excellent verbal and written communication skills.
- Excellent analytical and organizational skills.
- Ability to work independently with limited supervision.
- Physically able to lift up to 40 pounds.

COMPENSATION:

- Hourly/Salary Option

LOCATION:

- Atlanta 30329, Georgia, United States

POSITION TYPE:

- PART TIME 20 hours a week

Thank you for your interest in this position. Unfortunately, not all candidates can be contacted who respond to this posting due to typically high volumes. However, applicants will hear back within 2 weeks in case an initial match could be established.

Job Type: Part-time

Salary: \$2,000.00 - \$2,500.00 per month

Benefits:

- Flexible schedule

Experience level:

- 2 years

Schedule:

- Monday to Friday

Travel requirement:

- No travel

Work setting:

- Office
- Temporarily remote

Work Location: In person