

## Job Posting: **Sales Coordinator**

ProGnosis Biotech S.A. is seeking an energetic and detail-oriented Sales Coordinator (full-time) with willingness to explore other scientific fields, strong focus on export activities and distribution support to join our growing sales team. The successful candidate will play a critical role in supporting our sales representatives, managing sales data, maintaining positive relationships with our clients, and driving the expansion of our distribution network.

### Main Responsibilities:

- Monitor and support export activities, motivate distributors through training and presentations.
- Develop and expand the distribution network within the assigned territory.
- Analyze trends and form market strategy throughout the assigned territory.
- Identify and develop untapped markets and new product opportunities.
- Formulate pricing policy and prioritize customers/distributors.
- Drive new business and cross-selling within existing customer/distributor base.
- Provide product training and updates on new product developments.
- Address technical issues, complaints, and product applications for customers/distributors.
- Conduct competition analysis and suggest product improvements based on feedback.
- Prepare sales reports, forecasts, and maintain gross margins for the product portfolio.
- Manage order processing, customer export processes, and CRM data.
- Assist with financial management, liaising with Marketing, and developing marketing materials.
- Participate in international trade shows and travel to visit areas of responsibility.

### Requirements:

- Bachelor's degree in Biotechnology, Chemistry, Economics, International Relations, or Business Administration (preferred).
- Excellent command of English and one more language.
- Excellent communication (verbal & written) skills.
- Advanced computer skills (MS Office).
- Valid driving license.
- Willingness to travel abroad 25% of working time.

### What We Offer:

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A dynamic and supportive work environment.
- The chance to contribute to the success of a rapidly expanding company.

To apply, please send your resume and a cover letter to [humanresources@prognosis-biotech.com](mailto:humanresources@prognosis-biotech.com).

In your cover letter, please explain your relevant experience and why you would be an excellent fit for the Sales Coordinator role at ProGnosis Biotech S.A.

ProGnosis Biotech S.A. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Job type: Full-time

Location: Thessaloniki/Athens/Larissa, Greece