

# INSIDE SALES MANAGER

## THE COMPANY

At Bamboo Medical Communications we are dedicated to shaping the future of healthcare communications. Our talented and vibrant team work with our clients on cutting-edge treatments that make life-changing impacts to thousands of people all over the world. We provide tailored expertise in Medical Communications, Medical Education, Medical Affairs and Medical Events for pharmaceutical and medical device companies across a huge variety of therapy areas.

We are a dynamic and innovative agency committed to advancing healthcare by creating clear, engaging, and impactful content for healthcare professionals and patients across the globe.

**JOB TITLE:** Inside Sales Manager

**JOB TYPE:** Full-time; Hybrid

**SALARY:** £35,000 - £45,000 depending on experience

### ROLE DESCRIPTION:

The Inside Sales Manager is responsible for supporting the business development process by providing client-facing support to senior business development team members in the form of contract development, client follow-up and other sales process cycle support.

### KEY RESPONSIBILITIES:

- Support the BD Team in prospecting for potential new clients
- Establish and maintain contact with potential clients to set up capabilities, presentations, or other opportunities for introducing Bamboo
- Support the Sr. BD members in the development of Bamboo Business Development plans for assigned clients including revenue forecast by client-specific action/targeting plans
- Support the development of presentations for capability/pitch presentations in conjunction with the Sr. BD Lead and support in follow-up of action items
- Support in the management of key customer relationships and support in closing strategic opportunities
- Travel for in-person meetings with life science partners and attendance at key meetings and conventions to develop key relationships, as needed

## CANDIDATES MUST HAVE THE FOLLOWING SKILLS AND EXPERIENCE:

- At least 2-3 years' experience as management support or coordinator
- Attention to detail, and ability to work independently and under time constraints
- Excellent communication (written and verbal) and interpersonal skills
- Proven efficiency in the use of Office 365 (Excel, PowerPoint, SharePoint, and Word)
- Be highly organised and able to multi-task
- Flexible towards working in an international environment
- Bachelor's Degree in Business or Marketing or equivalent work experience

## WORKING ENVIRONMENT:

- This role is a full-time, permanent role requiring office attendance 1 day per week.
- Travel may be required based on business needs (domestically and internationally) and attendance at virtual programs outside of working hours as needed.

## APPLICATION PROCESS:

Interested candidates should submit a resume and covering letter to [emily@bamboo-medical.com](mailto:emily@bamboo-medical.com).

Successful applicants will be contacted by email. The interview process will consist of a preliminary screening interview (virtual), first interview with the Business Unit Director (virtual) and a 2-hour interview including tasks to be completed on site at the Bamboo office.