

Apconix is recruiting a Business Development Assistant

Apconix is a team of world-renowned nonclinical safety experts with over 400 years of drug discovery and development expertise. We are now looking to grow our team with the addition of a Business Development Assistant who would enjoy this busy and dynamic environment. You will need to be professional, flexible, collaborative, highly organised and to approach your work with passion and a sense of fun. Because we are a growing company, this is a great opportunity to make a huge impact and be part of something special.

The Role: We are looking for someone with a professional manner, excellent written, administration and personal skills and an eye for detail who can work alongside our Head of Business Development (based in North Yorkshire) to prepare quotations, manage enquiries and contractual documents, update forecasts and evolve with our growing business.

You would be home based, possibly in North Yorkshire, but with the ability to travel to our headquarters at Alderley Park, the UK's largest science park in the heart of the beautiful Cheshire countryside. The role is full or part time with flexible working options.

Your Profile: You will be professional in manner, organised, able to prioritise tasks and work to deadlines and have good attention to detail. Some understanding of sales, marketing and customer relationship management (CRM) databases is desirable but not essential since full training will be provided and the role is suitable for a variety of people from school leaver to later career or someone returning from a career break.

After the initial period of training, you will be expected to work both in the team and individually, ensuring sales and administrative tasks are delivered to time and quality.

Candidate preferred requirements:

- Professional and courteous manner and able to build relationships remotely
- Efficient, organised and collaborative
- Experience of working in business administration with IT skills especially Microsoft Excel
- UK right to work, fluent English with excellent written and verbal communication skills

The position is a permanent job with a 3-month probationary period. We envisage the position will be part time in the first instance and may grow to full time as needed. We are open to flexible working. The company offers competitive pay, pension and holidays. Salary negotiable, commensurate with experience.

How to Apply: Please submit a CV with covering letter to careers@apconix.com by June 10th 2022. For more information, contact laurence.bishop@apconix.com. Interviews will take place on June 28th or 29th 2022.