



acCELLerate is an aspiring provider of innovative bioassays based on Assay Ready Cells. These frozen cell aliquots can be used instantly like a reagent and do not need to be cultured before. acCELLerate produces assay kits for a broad range of applications in research, safety assessment, and quality control to support new developments in pharma, cosmetics and food industry.

## Sales Backoffice Associate m/f/+

### Your Responsibilities

Working from our Hamburg office you will support the sales team within the sales process starting from the initial customer contact to the processing of incoming orders.

This includes:

- Update of contact information in our CRM.
- Preparation of quotes and compilation of product information packages.
- Monitoring the validity terms and expiry of quotes and proposals.
- Processing of incoming purchase orders.
- Sending and analyzing feedback surveys for completed orders.

### Your Qualifications

- You have a keen perception and an organizational talent.
- You have at least one-year experience in office administration.
- You have a general interest in the life science industry.
- You have a friendly and open personality and like to work in a team.
- You are fluent in German and have good skills in English.
- You are self-motivated and willing to improve yourself.

At acCELLerate you'll be joining a young and spirited team. You'll have the opportunity to work for an innovative industry in contact with global pharma and cosmetic companies. Please send your convincing application including your salary expectations and your earliest starting date to [apply@accelerate.me](mailto:apply@accelerate.me).

