



Business Development Associate

This is a full-time position at GTCbio, which is a unique and well established company that develops and organizes conferences focused on clinical and preclinical biological research, novel breakthrough biomedical developments and other issues of interest to the global pharmaceutical and biotech community. GTCbio has successfully developed several new conferences some of which are well recognized recurring annual summits for over 10 years. GTCbio has built a strong team and operational protocols that enable efficient production and execution of all the conferences.

Responsibilities of the position:

- Primary responsibilities include participation and coordination of business development, marketing and sales activities.
- Conduct market research and develop analytical reports that help in building strategic partnerships with clients.
- Develop market positioning report for GTCbio and periodic updates thereof.
- Identify new partnership opportunities; Coordinate and manage existing partnerships.
- Assist in preparing materials for existing and new partners.
- Sales activities include pre-sales and post-sales client interactions and analyze the sales data to evaluate market performance and growth.
- Manage company's public relations related activities.
- Work with company members to identify and assess complementary and novel business opportunities and applications.

Skills and Experience:

- Bachelor's degree in Business Administration or Communications or any other related field.
- Excellent written and oral communications skills.
- Ability to build relationships with network of contacts.
- Strong work ethic and attention to quality and detail.
- Ability to solve problems and successfully engage with appropriate internal and external resources.
- Ability to work on multiple projects with high organizational skills.
- Ability to make decisions quickly and efficiently.
- Excellent time and project management skills; demonstrable expertise managing projects with tight deadlines.
- Ability to work with cross-functional teams to manage multiple tasks within deadlines.
- Desirable: Excellent knowledge of developments in the biotech and pharmaceutical industry.
- Desirable: Minimum of 2 years in business development or marketing and sales experience.

GTCbio is proud to be an Equal Opportunity Employer. Eligible candidates can forward your applications/enquiries to info@gtcbio.com