



Bioanalytical & Biomarker Services

Inside Business Development Representative

KCAS Bioanalytical & Biomarker Services is seeking an Inside Business Development Representative to assist with managing projects and programs for our customers, by interfacing with technical operations and business development within a growing organization in Shawnee, Kansas. KCAS is a contract research organization (CRO) providing bioanalytical & biomarker services to pharmaceutical clients in support of drug development, preclinical and clinical studies.

This job ad is meant to provide a brief overview of the nature and level of work being performed and does not imply that these are the only duties to be performed.

Position Summary:

Responsible for management of leads generated by marketing prior to hand off to the field sales team. Lead follow-up, generation, prospecting and management are all tasks carried out in this role.

Key Job Responsibilities:

Typical responsibilities of Inside Business Development Representative may include, but are not limited to, the following:

- Develop new business by responding to cold calls, web-inquiries, direct phone calls, and e-mails from prospective clients
- Identify sales opportunities consistent with our operational capabilities and capacity through phone calls and e-mails
- Qualify and secure leads
- Follow-up on opportunities until closure
- Transfer new accounts and projects to other teams within Client Services, as appropriate
- Organize client visits and audits
- Provide support to and work as a team with external Business Development
- Work with the Contracts/Client Services team to generate quotations
- Enter opportunity information into the CRM software
- Work with Marketing to qualify leads from all marketing efforts (E-blasts, blogs, webinars, etc.) and follow up as appropriate
- Hand-off leads when appropriate to the external Business Development team
- Coordinate client visits to the facility in conjunction with external Business Development team

Education and Experience:

- High School Diploma required, bachelor's degree preferred.
- 2 years of industry-related experience



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Competencies, Skills & Personal Attributes:

- Detail oriented to follow-through with tasks and initiatives.
- Excellent communication skills (oral and written), with the ability to be a quick thinker and communicator.
- Ability to complete tasks and be creative to find solutions
- Ability to multi-task and handle many projects at once
- Exceptional organizational skills
- A polished, professional style and a high-level of enthusiasm, and productivity.
- Perform all aspects of job in a way that supports company brand and supports company mission, vision and values.

Physical Requirements:

- Ability to lift 20 pounds.
- Ability to sit or stand for extended periods of time.
- Ability to convey complex information clearly and concisely.
- Ability to ascend and descend stairs.

KCAS is proud to be an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, marital status, veteran status, age, disability, pregnancy, genetic information, sex, sexual orientation, gender identity or any other legally protected category.