



Function: Product / operations specialist single use products
Area: Operations
Location: Berlin, Germany
Company: Celltainer Biosolutions GmbH

Celltainer Biosolutions GmbH (daughter company of Celltainer Biotech BV, The Netherlands) is a young company involved in the development, production, marketing and sales of single-use bioreactors and related products based on a unique product concept. All our operational activities for the complete product line are organized out of our office in Berlin. We will move shortly into new offices in the vicinity of the TU-Berlin – Bioverfahrenstechnik (Ackerstrasse) which whom Celltainer has a close co-operation.

We offer you a unique opportunity to develop your full potential as a *product and operations specialist* for our single-use products and components. These products we source from different suppliers and are sold in combination with our bioreactors and to our customers having our equipment in operation. Your function includes the knowledge of these products to be able to advise our sales team (own staff and distributors) as well as the organization of the supply chain and after-sales support.

Tasks:

In Production:

- Co-ordination of the supply chain
- Planning of production in relation to forecast and outstanding orders
- Process customer orders
- Keeping record of quality issues and communication with the suppliers
- Regular contact with suppliers to be able to control the supply-chain
- Preparation of purchase orders to be able to control the supply-chain
- Organize logistics
- Administrative support (preparing draft invoices, packaging lists, CoC's, etc.)
- Other related tasks

In Sales and after-sales:

- Support our marketing and sales staff in terms of single-use solutions and keeping record of the forecast and production schedules.
- Make cost calculations for newly created products/components or modifications upon existing ones.

- Propose and generate content in relation to the products and applications to support the selling process, in a way that allows the material to be used (or extrapolated easily) to other cases/selling processes.
- Participate in customer notifications on product quality and general doubts, and to translate these to the after-sales and manufacturing teams.
- To be able to do all these tasks in ways which can be easily transferred to the rest of the team (i.e. subject to some degree of standardization).

In Marketing:

- Support creation of marketing material (product presentations, catalogues, etc.).

Skills

- Very well organized
- Technical background: engineering (mechanical or process) or comparable background
- Flexible attitude (no 9-5 mentality)
- Some understanding in microbial- and cell-culture and/or single use technologies will be specially appreciated.

Education:

Engineering or administrative training (but with high interest in technical matters) at University of Applied Science level ("Fachhochschule") or comparable level by practical experience.

Experience required: preferably > 2 years in the biotech sector in a support function role or in a technical sales-support role preferably with knowledge of single-use applications and products.

Other requirements:

- Fluent in German and English
- Availability to travel
- Advanced in the usage of the Microsoft Office package.
- Nice to have:
 - ERP tools
 - CRM tools
 - Other languages, mostly European.

How to apply:

Interested candidates can send their motivation letter and CV by E-mail to info@celltainer.com, ultimately by January 15th, 2022. The suited candidates will be interviewed during the second half of January.