

Selectchemie

Work place: Warsaw, Poland or Sofia, Bulgaria

Sales Support Specialist (100%) 18-Month Fixed-Term Contract / Maternity Leave Cover

About Selectchemie AG

Selectchemie is an independent Swiss company serving the pharmaceutical and nutrition industry since 1969 as a premier supplier of high-quality ingredients and generic finished dosage forms. As a full-service provider we create added value by offering comprehensive technical, scientific, regulatory and commercial support all along the value chain. Worldwide, our 110 experienced professionals with commercial and scientific background, based at the headquarters in Zurich, Switzerland and locations in 18 countries, provide customers, principals and suppliers with solutions tailored to their needs.

Join our Pharma team

We offer a broad product portfolio of APIs & excipients and are an established hub for customers sourcing high-quality bulk raw material as well as for renowned manufacturers who benefit from our broad customer base in various markets. We are continuously expanding our global network as well as our services. As a vital part of our Sales Pharma team, you will be the bridge between our customers and our business. Your strategic insight and hands-on support will drive growth, ensure customer satisfaction and keep our operations running smoothly.

Your tasks and responsibilities

Sales Activities

- Work with the Sales Manager to service existing customers or acquire new customers and identify business opportunities. You will create proposals, negotiate and close contracts with assigned customers to drive sales growth. You will ensure customer and sales activity information is accurate and up-to-date in the CRM system. Support the area sales managers with administrative tasks such as the preparation of order confirmations and sales documents as well as QA/RA documentation for the supply chain and sales process.

Order Processing

- Oversee the ordering process from your assigned region from start to finish, including entering and processing orders and coordinating with other departments such as logistics or warehouse to ensure timely and accurate delivery.

Develop Customer Relationships

- Identify sales opportunities to grow business with existing customers. You understand customers' business objectives, provide solutions that meet their needs, and work closely with them to build long-term partnerships.

Collect Customer Feedback

- Gather feedback from customers to measure their satisfaction and identify potential improvements. You listen carefully, solve problems and pass on suggestions to internal teams in order to optimize the product portfolio or to optimize customer service.

Customer Relationship

- Be the main point of contact for your assigned customers, addressing their concerns, questions and needs. You build strong customer relationships, provide excellent customer service and ensure that customers are satisfied.

Sales reporting and analysis

- Keep up to date with products, prices, competitors and the market in order to answer customer queries correctly and help sales representatives prepare for sales meetings. You prepare reports on sales activities, analyze the performance of customer accounts and communicate this information internally. In doing so, you will contribute to strategic planning and decision making.

Your profile

Experience:

- 3-5 years in sales support, customer service, or account management, preferably in pharma or regulated B2B industries.
- Experience collaborating with sales, logistics, QA/RA, and supply chain teams to ensure smooth order processing and customer satisfaction.

Skills:

- Strategic thinker who can develop account plans aligned with customer goals and business growth.
- Strong sales support skills, including opportunity identification, proposal support, contract assistance, and CRM management.
- Clear and confident communicator, able to build and maintain strong customer relationships.
- Analytical and detail-oriented, with experience in sales reporting and performance analysis.
- Customer-focused problem solver who listens actively and works proactively to improve service and product offerings.

Education & Language:

- Bachelor's degree in Business, Sales, Marketing, Life Sciences, or related fields is preferred.
- Proficiency in English required; additional languages relevant to regional markets are a plus.

What's in for you?

- Entrepreneurial position in a dynamic globally acting team
- Your input is key and you're part of creating our future success
- Close cooperation with colleagues across the entire hierarchy within Selectchemie
- Short decision processes
- Attractive compensation package
- Fixed-Term contract with potential for contract extension

We are pleased to receive your complete application via:

jobs@selectchemie.com