

Full-time (5 days a week)

We are currently looking for an experienced Sales & Marketing administrator. This support role is responsible for providing analysis, reporting, customer service, contract and licensing activities and marketing administration within the Sales & Marketing Department. The post holder will be the first point of contact for many of the Company's customers and will be responsible for generating invoices, liaising with colleagues across departments, assisting with the sales process and related marketing activities and managing the Company's customer data integrity.

Your responsibilities will include:

- Working with the Regional Sales Managers on new customer proposals
- Invoicing, licensing and quotation administration
- Management of the administration generated by new sales agreements
- Usage reporting and analysis, using different systems, including, but not limited to: Google Analytics, PowerBI, Dimensions, Impact Vizor
- Liaise with sales and marketing colleagues to prioritise and prepare email campaigns targeted at subscribers, authors and prospects
- Initiate and report on success of email campaigns using Mailchimp or CRM system
- Support the marketing team with activities through other channels as needed
- Analyse and present sales data to assist with financial strategies

The successful candidate will need to develop and maintain a broad understanding of the procedures and processes relevant to sales offers and marketing systems and procedures. You will need to embrace the requirements of good data collection and work to tight turnaround times.

Knowledge and skills required:

- Minimum 3 years' experience desirable in STM publishing, preferably within a marketing and/or customer relationship role
- Attention to detail and accuracy with strong numeracy skills
- Proactive approach with strong analysis and problem solving skills
- Experienced in developing reports and supporting sales and marketing processes
- Proven ability to work well in a team
- Good communication and customer service skills
- Strong organisational skills and ability to work under pressure, prioritise and meet deadlines
- Continuously seek opportunities to improve knowledge and skills

The Company of Biologists is a not-for-profit publishing organisation dedicated to supporting and inspiring the biological community. The Company publishes five specialist peer-reviewed journals: Development, Journal of Cell Science, Journal of Experimental Biology, Disease Models & Mechanisms and Biology Open. It offers further support to the biological community by facilitating scientific meetings, providing travel grants for researchers and supporting research societies.

The Company of Biologists is an inclusive organisation and we believe that everyone has a contribution to make. We want all our employees to feel included, valued and appreciated. We believe in equality of opportunity for all staff and encourage applications from all individuals regardless of sexual orientation, gender identity or expression, religion, ethnicity, age, neurodiversity, disability status and citizenship.

This is an exciting opportunity within a well-established publishing company. The role is based in our attractive modern offices in Histon on the outskirts of Cambridge, UK and is a full time role, offering an attractive salary and benefits.

To apply, please send your CV by email to recruitment@biologists.com with a covering letter stating current salary, relevant experience and why you are enthusiastic about this opportunity by 11 August 2025.