



## **Business Development Assistant**

**Full or part time working options**

**Hypha Discovery Limited**

**Slough, UK**

Hypha Discovery is a biotech company supporting pharmaceutical and agrochemical research and development teams worldwide. We have a unique opportunity for a business development assistant to join our team.

The successful applicant will work with our business development and technical teams to undertake a wide range of business development activities including sales admin, co-ordination and dispatch of products as well as communicating with clients and maintenance and development of our CRM database.

### **Main duties**

- Co-ordinate and track sales of Hypha's products/services and keep all relevant spreadsheets updated
- Communicate with, organise and track dispatch of products to clients worldwide
- Undertake research to identify new potential clients and take responsibility for keeping Hypha's CRM database (Zoho) updated
- Manage and book exhibiting and travel arrangements, and help organise materials for exhibitions and other marketing activities
- General admin tasks including answering the phone and taking deliveries

### **Our ideal candidate will have:**

- Experience of office administration in a scientific / business development environment
- High attention to detail and strong organisational skills
- People skills to build effective working relationships both inside and outside the company
- An interest in learning about Hypha's scientific expertise and services in order to communicate effectively with pharmaceutical and agrochemical research clients worldwide
- An excellent standard of written and spoken English

- Experience of managing databases and preferably working knowledge of CRM maintenance / development
- Experience in use of MS Office programs such as Outlook, Word and Excel

We are looking for someone with a scientific background at any level. We are happy to receive applications from people who would like to work part time or are returning to work after a career break. The role is based at Hypha's premises in Slough near Burnham Station.

To apply, please email [julia.shanuwilson@hyphadiscovery.co.uk](mailto:julia.shanuwilson@hyphadiscovery.co.uk) and include your CV **and a covering letter stating why you are interested in this job and what you can bring to the role.**

No agencies please.

### **About Hypha**

Hypha Discovery Ltd is a UK-based biotechnology company that supports pharmaceutical and agrochemical companies by producing metabolites and new derivatives of drugs and pesticides in discovery and development. Hypha are experts in the scalable production of drug metabolites and oxidised derivatives of lead compounds, and possess a wealth of experience in the discovery, isolation and structure elucidation of microbial natural products