

Sales and Marketing Manager Job Description

About NanoIntegris:

NanoIntegris is the first and leading supplier of 99% pure semiconducting and metallic carbon nanotubes. Founded in 2007, NanoIntegris spun out of Professor Mark Hersam's research group at Northwestern University. NanoIntegris serves over 300 customers from around the world ranging from research universities to Fortune 500 companies. Our customers are developing next generation electronic, biomedical, and industrial technologies such as: transistors, transparent conductors, chemical sensors, drug delivery vehicles, photonic devices, saturable absorbers, bio sensors, metal composites, and polymer composites. In the last year, our customers have published papers in Nature Nanotechnology, Nano Letters, ACS Nano, Applied Physics Letters, and JACS. NanoIntegris' ability to purify carbon nanotube materials to 99% purity, and then sort nanotubes by diameter, length, and electronic type is creating new, exciting opportunities in carbon nanotube science and commercialization.

Job Title: Sales and Marketing Manager

Supervisor Title: Vice President of Sales and Marketing

Statement about NanoIntegris' Culture:

NanoIntegris is a small, fast growing nanotechnology company. The founding team has a "whatever it takes" attitude and is seeking a candidate with similar values, commitment, and work ethic. The company hires individuals who are quick learners with unusual curiosity that thrive under pressure and enjoy challenge.

Objectives of this Position:

1. Sell carbon nanotubes to our existing customer base and prospective customers
2. Collect, synthesize, and report on market intelligence gathered from customers
3. Make NanoIntegris the most "customer-centric" nanotechnology company on Earth
4. Free up time of the VP of Sales and Marketing so that he can focus on business-critical duties
You should make yourself someone the VP "couldn't live without"

Job Responsibilities:

1. Sales
 - a. Contact customer base via telephone and email; sell nanotubes to them
 - b. Contact prospective customers via telephone and email; sell nanotubes to them
 - c. Develop weekly reports to track sales performance

2. Customer Service and Marketing/Sales Support
 - a. Send routine price quotes to customers
 - b. Process, organize, and file customer orders
 - c. Collect, organize, store and manager customer shipping, billing, and order information
 - d. Prepare outgoing orders for shipment (label products, prepare and print packing lists, safely package products, and ship via Fed Ex
 - e. Send customers invoices, tracking numbers, follow up email after shipment
 - f. Follow up with customers two weeks after purchase for product feedback
 - g. Manage marketing vendor supplier relationships (trade shows, publications, Google, etc.)
3. Marketing and Various Administrative Tasks
 - a. Perform various marketing and administrative tasks as they are delegated to you
4. Office and Lab Management
 - a. Order lab supplies and raw materials
 - b. Manage supplier relationships
 - c. Prepare orders for shipment
 - d. Do various tasks that the CTO and other officers of the company assign to you

Desired Characteristics:

- Sales Disposition: The reality is that you will spend a lot of time on the phone and exchanging emails with customers. You must have the psychological disposition and natural talent to sell to be successful in this job.
- Smile: You will be emailing and speaking with customers every day. A positive attitude and “people skills” are essential.
- Detail Obsessed: You will manage many details. T’s crossed. I’s dotted. No spelling mistakes. Every invoice calculated perfectly. Every lab supply in inventory 100% of the time.
- Flexibility: This is a technology startup company. Expect your job description and responsibilities to change and grow regularly.
- Initiative and Independence: There is always something that can be done better. We need you to identify problems and create and implement solutions on your own.
- No Ego. We will request you do various administrative tasks (make coffee, label packages, make copies, call vendors, get documents notarized, manage export policy, etc. We expect you to do any and all administrative tasks happily and proudly.

Working Conditions:

- You will work in an office. Monday-Friday 9am-5pm is required. Expect to be in the office between 40-55 hours per week depending on workflow. The office is located at 8025 Lamon Ave., Skokie, IL 60077.

Skills Required:

- Sales, Sales, Sales
- Common sense
- Multi-tasking

Experience Required:

- Professional sales and marketing experience is a benefit but not required
- Professional experience or an education (or passion) for science and technology is a benefit but not required

Education Required:

- Earned or in process of earning undergraduate degree and/or other advanced degrees

Compensation:

\$20/hour

Employment Duration:

This is a temporary position that will last 4-8 months. There is an opportunity to turn it into a full-time position however.

Cover Letter Requirements:

Answer the following questions thoughtfully and concisely in Q&A format.

1. When someone ends up being a poor salesperson, what most likely caused the problem?
2. If you have a job, why are you looking for a new one? If you don't have a job, why did your last job end?
3. Based on your experience, if you were hiring for this job, what qualities would you look for that you think most employers don't?
4. I'm a Professor at Stanford. Sell me a NanoIntegris carbon nanotube product for use in a field-effect transistor.

5. I'm the VP of R&D at Sony. Sell me a NanoIntegris carbon nanotube product for a next generation consumer electronics product.
6. Tell us something interesting about yourself.

Application Process:

1. Forward resume and cover letter to careers@nanointegris.com Make the subject line of your application email: "Sales Assistant: Your Name: Sales Headline for Why NanoIntegris Should Hire You." Attach your resume and cover letter answers as PDF files. And also include your answers to the cover letter additionally in the body of the email (as this will be the primary selection criteria for first round interviews.) Applications that don't answer the cover letter questions and don't follow these instructions will not be considered.
2. The company will select 8-10 candidates to interview in the first round. The first round interviews will be conducted January 10th-14th.
3. The final three candidates will go through extended final round interviews where your knowledge of carbon nanotubes generally and NanoIntegris' products will be tested. Also your sales competence will be tested, so be prepared to sell yourself and our products in the interview.