



## **Technical Sales Support - Harrison, NY USA**

Coptis the leading R&D and Regulatory software company to the Personal Care market seeks a self-starter to join their team in Harrison, NY. The ideal candidate will be IT proficient with experience in Personal Care R&D laboratory processes with exceptional customer relations and interpersonal Skills.

### **Responsibilities include but not limited to:**

- Conduct customer software training on location.
- Assist with software installation and preparation of data for initialization.
- Provide customer support.
- Conduct market research to generate leads.
- Qualify leads from trade shows and web site visitors.
- Manage and update customer info in CRM database.
- Submit quotes, contracts, invoices and support payment collection.
- Organize trade shows and conferences.
- Must be willing to travel as required.
- Keep track of customer feedbacks for future development.

### **Qualifications:**

- Experience in the Cosmetics R&D processes.
- Strong computer skills.
- Minimum Associates Degree in Science or Technical fields.
- Bilingual Spanish skills are a plus.

If you are interested in this dynamic position, please send your resume and salary requirements to: [marie.thadal@coptis.com](mailto:marie.thadal@coptis.com)