



Job Opening – Inside Sales Coordinator

Neuro Kinetics Inc. (NKI) is seeking an energetic and bright Inside Sales Coordinator to join its smart, collaborative, and hardworking team.

NKI is a small, privately owned, high tech, medical device company on an exceptional growth path. Building on three decades of experience in clinical eye-tracking technology, the company launched its FDA-cleared I-PAS™ in 2018. I-PAS is a game changing innovation in neuro-functional assessment, monitoring, and testing technology.

With many attributes of an established company, NKI also often behaves like a start-up, especially when it comes to pace (fast), versatility (wear many hats), disruptive (rewriting the rules of neuroscience), and a dynamic work environment (agilely adapting our business processes to market dynamics).

The successful candidate will be emotionally mature, possess excellent verbal and written communication skills, and have strong problem solving and analytic skills. The ideal candidate will further possess excellent organizational skills, be detail oriented, and be become competent with NKI's scientific technology and vocabulary.

Regular tasks for this position include:

- Generating standard and custom product quotations;
- Responding to and qualifying inbound sales inquiries by gathering needs and explaining the products and services offered;
- Answering a wide range of questions related to the technology and the products;
- Soliciting orders
- Educating about and promoting additional product offerings and purchase options;
- Maintaining and updating databases with prospect development activities, customer contact information, sales forecasts, etc. and using the same to prepare standard and custom reports;
- Triaging and directing service calls and questions;
- Identifying and contacting new sales prospects;
- Supporting all marketing efforts, market research, literature dissemination, conference/tradeshows participation, and competitor assessments;
- Coordinating conference exhibits and attendance;
- Occasional travel for sales calls and industry events;
- Updating product instruction manuals;
- Other tasks designed to help the company prosper and your career

We are a small, high energy, smart team. As small as we are, every member's contribution has a significant impact, so a candidate's disposition will be felt. Beyond the stated core competencies and a willingness to learn, we value collaboration, candor, friendliness and civility. The team will value someone who is willing to roll up his or her sleeves and go the extra mile. (We also value clichés.) Come ready to work hard, have fun, and be intellectually challenged, as you learn our business, our platform technology, and the markets we serve.

Position requirements:

*128 Gamma Drive
Pittsburgh, PA 15238-2920
(412) 963-6649 / (412) 963-6649 fax*



- Bachelors degree (minimum)
- 3 years experience preferred; preferably at least one year in a customer-facing role
- Excellent writing and communication skills
- Science background or aptitude a major plus
- Eager and able to learn.
- Able to imagine yourself discussing NKI technology with medical and other professionals
- Willing to travel occasionally
- Possess a Valid Passport
- Proficiency in MS Excel, PowerPoint, Word, internet, and business-related software platforms; Familiar with the use of a Customer Relationship Management (CRM) tool is a plus

If you thrive in an environment that is collaborative, fast paced, intellectually demanding and professionally dynamic, please forward your cover letter and resume to: Tracey Zimmerman at tzimmerman@neuro-kinetics.com

Travel Requirements: Minimal travel as required.
NKI offers competitive pay as well as benefits.
Job Type: Full-time

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