

SALES AND CUSTOMER SERVICE SUPPORTER

Reports to: Sales and customer service supporter

Department: Sales

Location: Atlanta, GA

Type of position: Part time 3 days per week. (opportunity to grow to full time)

Salary: 20 dollars per hour

ABOUT THE COMPANY

Ellipse, Inc. is internationally recognized as a leading provider of Intense Pulsed Light systems that are clinically proven to be safe and effective. With its wide variety of medically tested products, Ellipse represents a voice of solid science in a market that sometimes.

Developed and tested by leading dermatologists

The first Ellipse system was introduced in 1997. Since the very start we have lived up to the most demanding medical quality standards. Our products are developed in close cooperation with leading dermatologists and research facilities around the world. Application areas include treatment of pre-cancerous lesions, acne, warts, skin resurfacing, hair removal, wrinkle reduction and the removal of pigmented and vascular lesions.

Ellipse products are sold in more than 50 countries through independent distributors and our own direct sales force. With thousands of users and millions of treatments around the world and scores of clinical articles documenting the safety and effectiveness of Ellipse products, Ellipse is indeed **CLINICALLY PROVEN SAFE AND EFFECTIVE**.

SUMMARY:

The Sales and Customer Service Supporter works from Ellipse's National Headquarters in Buckhead Atlanta to provide essential day to day support to the national sales force, service partners and the company's large customer base comprising of dermatology clinics, medspas, gynecology clinics and general practitioners and other health and beauty clinics across the country. Activities include: Handling and furnishing of customer inquiries, handling of fulfillment requests for Ellipse's disposables products, coordination support of marketing and sales events and workshops, day to day support for the company's regional sales reps, day to day operational support for the company's executive staff, and general admin support as needed. The job is extremely versatile and requires a proactive and independent mindset, a team player attitude, and a flexible mindset to handle the varied type of challenges and requests from the sales force and the market. The position provides significant long term career opportunities, as the company is set for rapid growth in the US market.

The position will report to the Sr. Marketing and Sales Supporter whom is based in Atlanta.

ESSENTIAL FUNCTIONS:

- Answer phones and furnish various inquiries from end users, MD's, partners, and others
- Answer incoming calls and emails from Account Executives, Regional Sales Coordinators, and Regional Sales Managers and process their requests in a timely and accurate manner
- Assist local staff as sales force with planning and coordination of events, workshops and customer visits
- Communicate and coordinate activities between Denmark and the US operation on a needs basis
- Pick and pack services for the company's disposable products
- Build and maintain databases to support sales and marketing
- Support long term strategic projects essential for the growth and profitability of the firm
- Participate in meetings as required
- Perform other job related duties or special projects, and assist team members as required.

REQUIREMENTS:

- 2+ years of administrative/customer service experience, preferably in a fast-paced sales environment, and a high school diploma.
- Proficient in MS Outlook, Powerpoint, Word and Excel.
- Possess excellent verbal and written communication skills, understanding client needs, identifying root causes of problems, and suggesting viable solutions.
- Highly organized, detail driven, conscientious and comfortable working with numbers and basic statistics
- A team player attitude, flexible, and self driven whom has the ability to work independently while interacting with departments throughout the organization on a daily basis

For further information please contact 404 835 1787. To apply please send your cover letter, resume and 3 references to Brett Martineau, Sr. Sales and Marketing Supporter: bm@ellipse.org.