

## Job Description – Client Relations Associate

### Overview

The primary role of this entry-level Client Relations Associate (CRA) position is to engage Pharmaceutical professionals in conversations to promote relevant products, maximize the product's selling potential, and meet objectives. The CRA achieves this by developing and maintaining relationships and by educating clients about product features, benefits, and profile to ensure appropriate use. The CRA utilizes approved tools for product promotion and maintains a competent level of product, therapeutic area, and customer activity knowledge. This position reports to the Business Development Manager and is based in our Exton, PA office.

### Key Responsibilities

- Monitor Investor presentation – listening to appropriate quarterly calls and sending out a team wide correspondence on top line take aways (any Spherix references in slides).
- Assist in secondary research for expansion of indications: AZ, SMA, etc. (manage/track pipeline)
- Maintain ownership of info@ forwarding and if the new site brings in more leads/"ask the experts" for more immediate responses
- Provide backup for appropriate business development personnel including the facilitation and coordination all relevant Spherix sales activities
- Assist in proposal preparation and research, and support timely submissions
- Assist in organizing Spherix' presence and represent the company at all clinical and industry meetings including pre-meeting invitations and post-meeting follow-up (not including registration/administrative aspects of meeting) with potential clients, partners, KOLs
- Work with partners (e.g. advertising agencies, financial services firms, public relations agencies, and medical communications partners, etc.) to elevate the presence of Spherix in publications
- Understand the competitive landscape for insights companies (syndicated and custom) within Spherix' therapeutic verticals
- Maintain subject matter expertise with sales data sources and tools, and apply this expertise to deliver high quality data and actionable insights to achieve business objectives
- Work with Business Development Manager and Insights Directors to develop sales tactics for second and third tier clients (non-key accounts)
  - Entering all "opportunities" into the company CRM system (Pipedrive)
  - Identifying targets through LinkedIn
  - Maintain the pipeline for each vertical to identify smaller players in the pipeline (including any expansion of indications)
  - Utilize MailChimp for outreach. Pull openers, identify any outreach needed
  - Identify any national/regional organizations where we can partner (CHAMP, etc.)

### **Education & Experience**

- Bachelor's degree required; advanced degree preferred
- Required working knowledge and experience using Microsoft PowerPoint
- Comfort using Microsoft Excel and SPSS
- Experience in the pharmaceutical researched preferred but not required
- Extremely strong attention to detail
- Proven track record of writing skills, highlighting the capacity to explain complex therapeutic and commercial points
- Consistent track record of delivering against objectives
- Proficient writing skills

### **What You Bring**

- You are a hardworking, self-starter who is comfortable working independently and without routine management supervision
- You enjoy making progress towards your goals and possess an instinctively entrepreneurial business acumen
- You embrace change and innovation
- You value integrity
- You seek a working environment populated by dynamic professionals with a team-oriented approach to building a best-in-class insights business
- You are open to coaching and feedback
- You have high energy and a passion for success
- You have high attention to detail
- You are motivated by both daily tasks and achievement of short- and long-term goals
- You possess excellent communication and presentation skills
- You possess and embrace a "Client First" mentality and approach to our services
- You comply with all company policies and procedures

### **Other relevant information:**

- This position is based out of Exton, PA
- Position reports to the Business Development Manager
- Compensation package includes competitive salary and benefits (health, 401K), and annual performance-based bonus on meeting key company and individual objectives
- Candidate must be legally authorized to work in the United States
- Travel required for client business development meetings and conferences, estimated at 20%
- Relocation to Exton, PA area is not included

To apply, please send resume and cover letter explaining why you believe you are a good fit for this role to [careers@spherixglobalinsights.com](mailto:careers@spherixglobalinsights.com).

### **About Spherix**

Spherix Global Insights is a hyper-focused business intelligence firm that leverages our own independent data and expertise to provide strategic guidance, so biopharma stakeholders make decisions with confidence. We specialize in select immunology, nephrology, and neurology markets. We are independent, unique, and essential.