

Avitus Orthopaedics, Inc.
6 Armstrong Rd
Shelton, CT 06484
jobs@avitusortho.com

SEEKING: A HUSTLER | A GRINDER | A SUPER SUPPORTER AN EXECUTION MACHINE : SALES ADMINISTRATOR

Why Avitus® Orthopaedics? We are dedicated and committed to excellence, innovation, and solving unmet clinical needs to improve our universe. Our products will continue to be groundbreaking. We are a company that's about hustle, grind, and taking relentless action to execute our goals. You have the opportunity to join us at an intersection of healthy funding, commercial growth, and new product development. This is an opportunity to be a vital member of the sales operations at Avitus® Orthopaedics!

We're a lean Company without bureaucracy; often decisions are made over coffee. We offer 4% match on 401k, awesome health (medical, dental, vision) benefits, on campus 24/7 fitness center, and a team of positive doers that will be excited to work with you as you produce your best work.

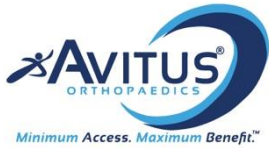
Who are we looking for? You enjoy making sure that systems and processes are run smoothly around you. You want to be relied upon as the go-to resource for a fast-paced and high throttle sales team. You want to provide outstanding customer support service to your regional managers so that our surgeons and hospitals get what they need, when they need it. You want to be voracious about maintaining up-to-date records so that your teammates have accurate information at their fingertips when they're out in the field selling. You want to be referred to as an execution machine. You want to think. You must be a no BS kind of person; if you don't know something, you'll let us know and we'll figure it out together. The ethos to who you are as an individual encompasses integrity, intensity, and intellectual honesty. You're someone that can literally do the job of 10 people not because you work longer, but because you work smarter. You're not a 9-to-5 person; you're a get-it-done person. You love the grind. You have ideas, you have suggestions, and you want them to be taken into serious consideration and will trust the right suggestions will be put into motion at their respective right times. Quit is not in your vernacular. You must be a positive mindset individual who sees problems and challenges as opportunities of growth and ascension. Your follow-up game is relentless. You enjoy presenting roadblocks and challenges with proactively thought-through solutions.

We want you to join our journey and do your best work. We want you to operate a well-oiled sales machine at Avitus® and be an important part of building the future of orthopaedic technology with us.

What are you going to do? You're going to provide unparalleled support to our sales team. You will be relied upon daily by our regional sales managers and VP of Sales. You will be managing several vectors:

- Provide outstanding customer service support to the sales and distribution team
- Researching and sending requests for: product, customer, and pricing information
- Manage the maintenance, accuracy, and completeness of various data structures vital to the success of the sales team
- Manage the Company's CRM sales platform
- Seamlessly and efficiently navigate spreadsheets, PDFs, and various custom software systems to keep pace with the Company's data infrastructure and processes

Keep reading if you like the sales support you provide to be perceived as magic...



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- Run, compile, and deliver reports based on inputs from your various sales team members
- Track the progress and stage of customer deals within our sales funnel, and provide the sales team with timely inputs to help drive deals to success
- Assist in managing the on-boarding process for new distribution partners
- Coordinate with your fulfillment teammates to triage requests from the sales and distribution team for product and demo shipments required in the field
- Provide conference, tradeshow, and sales event support as required

You will at times have to use some elbow grease and execute tasks to get other operations done. People will depend on you. If duty calls, you may need to be a sales rep, a fulfillment specialist, a janitor, a market researcher, or a business development associate for a day.

You will report directly to the Vice President of Sales.

You will have direct support, collaboration, and visibility from the Founders of the Company.

Qualifications and Skills:

- Strong grasp of organization, prioritization, attention to detail, and time management
- Can capture verbal instructions in writing and execute on them
- Can manage and set expectations to sales team of timelines and completion dates
- Experience with collaborative tools such as Zoom/Teams
- Tech savvy, with an intermediate skill level of Microsoft Excel and well versed in Microsoft Office and Adobe suites
- Able to quickly learn new softwares and systems
- Able to read carry out detailed work instructions autonomously
- CRM experience is a plus
- Well spoken, communicate effectively and professionally by phone and email

Physical Demands:

- The team member may have to maneuver objects up to 35lbs.

Expected Work Hours:

- This is a full-time position with typical start-up business hours out of our Shelton, CT HQ. It may reasonably require additional hours during the week and weekend; specific requirements will be determined with Manager.

Travel:

- May require up to 10% of overnight travel.

Work Status:

- Must be legally authorized to work in the US on a full-time basis.
- Employment visa sponsorship not available.

Ready to take the next step? [Apply now!](#)

What we offer:

Competitive compensation
Skill development support
Relocation package
Benefits [Medical/Dental/Vision]
24/7 fitness center
Schedule flexibility
401(k) 4% match
A team of brilliant and fun people
Game-changing products to support