

Position Description

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| Job Title | Business Development Associate |
| Location / Department | Cell Therapies Pty Ltd Level 9, 305 Grattan Street Melbourne VIC 3000 |
| Reporting to | Business Development and Marketing Lead |
| Main Purpose of Position | <p>The Business Development Associate provides structured administrative and coordination support to the Business Development function to ensure accurate pipeline management, timely proposal submission, and effective client follow-up.</p> <p>The role is responsible for maintaining CRM integrity, coordinating proposal inputs, tracking opportunities, and supporting commercial reporting.</p> |
| Number of Direct Reports | Nil |
| Key Relationships | <p><u>Internal:</u> Business Development and Marketing Lead Digital Marketing Associate Head of Commercial Business Development</p> <p><u>External:</u> Liaises with: Support customer meetings when requested</p> |
| Skills and Experience | <p>Essential</p> <ul style="list-style-type: none"> • Bachelor's degree (or higher) in Life Sciences, Biotechnology, Biochemistry, Molecular Biology, or related field • Strong written and verbal communication skills • Analytical capability and attention to detail • Ability to translate scientific information into clear, structured summaries • High organisational capability <p>Desirable</p> <ul style="list-style-type: none"> • 1–3 years' experience in biotech, pharma, or CDMO environment • Exposure to GMP environments • Experience using CRM systems • Commercial awareness or coursework in business/commercialisation |

| Key Accountabilities | Demonstrated by / Key Performance Indicators |
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| Website query management | <ul style="list-style-type: none"> • Monitor and manage inbound enquiries received via the company website and general BD inbox. • Acknowledge receipt of enquiries within agreed service timeframes. • Conduct initial qualification of enquiries (service fit, geography, stage of development). • Enter all enquiries into the CRM system with complete and accurate data. • Coordinate follow-up actions to ensure timely response to prospective clients. • Maintain enquiry response templates to ensure consistency and professionalism. • Generate monthly reporting on enquiry volume, source, and conversion trends. • Identify recurring enquiry themes and provide insights to support marketing improvements |
| Business Development Documentation | <ul style="list-style-type: none"> • Assist in the creation, editing, and organisation of templates for proposals, work orders, change orders, and agreements. |
| Client Engagement Support | <ul style="list-style-type: none"> • Attend client meetings (virtual/in person) and prepare briefing notes. • Prepare meeting minutes and follow-up actions. • Assist with organising client meetings, tours, workshops, and other BD events. Ensure materials and agendas are prepared in advance, and follow-up actions are tracked and implemented. • Support due diligence and confidentiality agreement processes. • Assist with conference planning and post-event follow-ups |
| CRM Management | <ul style="list-style-type: none"> • Maintain and update CRM system (pipeline tracking, stage progression, forecasting support). • Support accurate documentation of client interactions and next steps. • Assist in preparation of pipeline reports and dashboards |
| Market Research | <ul style="list-style-type: none"> • Conduct market research to identify potential clients in biotech, pharma, and emerging therapeutic companies. • Monitor industry activity (funding rounds, clinical milestones, new company formations). • Maintain prospect lists and support targeted outreach campaigns • Analyse competitor positioning, service offerings, and pricing signals |

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| | <ul style="list-style-type: none"> • Track trends in biologics, cell & gene therapy, or other relevant platforms. • Provide periodic summaries to inform BD strategy |
| <p>Health, Safety and Environment Obligations</p> | <ul style="list-style-type: none"> • Take reasonable care for their own health, safety & wellbeing as well as others. • Comply with any reasonable CTPL instruction, including the use of safety equipment and PPE. • Ensure their personal fitness for work. • Notify and report to their supervisor / Line Manager as early as practical any hazard, hazardous process, incident or injury. • Participate in incident investigations and/or risk assessments when requested. • Provide a supportive environment for injured employees returning to work. |