



Welcome to a global fast-growing & innovative medical equipment manufacturing company!

For over 40 years, Barkey GmbH & Co. KG has been developing and manufacturing leading medical equipment that is considered best-in-class and distributed globally in hospitals, blood banks, operating rooms, biotechnology companies, and pharmaceutical companies. Our specialty is providing safe and consistent warming equipment used for thawing plasma, warming blood, and warming intravenous infusions. These products deliver life-saving therapies to patients in everyday clinical practice and is widely used in the life science manufacturing pathway for the exploding cell and gene therapies, curing cancers never previously curable across 80 countries worldwide. Barkey is recognized for our quality medical equipment, often FDA cleared and CE marked; our reliability; our willingness to solve any problem; and our honest approach to relationships and business negotiations. The foundation of our success is a committed and motivated team. Become part of our team.

Barkey is hiring for the following position:

Import Specialist & Inside Sales Manager

Job Description:

The Barkey United States (US) team is a small and fast-growing team dedicated to serving the US hospitals, blood banks, operating rooms, and the massive biotechnology and pharmaceutical industries, primarily in the cell and gene therapy space. Because of this, you must be cross-functional, nimble, and willing to learn.

This position works directly with high-touch and demanding US customers, while also being global so that you must have an international mindset and awareness of different cultures, religions, and communication styles, as the Barkey manufacturing headquarters is in Germany, with distributors and sales representatives across the globe.

This position will work at the Barkey US logistics and service center in Woburn, Massachusetts, just outside Boston.

Job Duties:

- While the business development and external sales team are the face to the customer, you will manage all sales quotes for the customer and logistics related to executing orders, including outstanding details that need clarification
- You will manage and communicate with our distributors, original equipment manufacturers (OEMs), and customers in the hospital, blood bank, biotechnology, and pharmaceutical fields
- Internal order coordination with the Barkey service, production, and shipping departments, including the German headquarters
- Order processing, which includes shipping/receiving, import/export, invoicing, and monthly reporting
- Logistical management of the entire US warehouse inventory
- Processing and managing complaints and equipment returns
- Prefer someone can manage the back-office bookkeeping and basic accounting

Qualifications & Trainings:

- Successfully completed commercial vocational training, (e.g.: industrial clerk, wholesale and foreign trade clerk, export clerk) ideally with a focus on medical equipment.
- Alternatively, have successfully completed a commercial degree (e.g.: business administration, economics)
- Preferred operational experience: Experience with an ERP (Enterprise Resource Planning) system; import/export transactions ensuring compliance to all US Government Laws and Regulation, including communication with the US Customs and Border Protection, FDA, and other government agency; product database management; harmonized tariff codes; customs brokers and freight forwarders
- Preferred customer experience: Comfort with working with hospitals, blood banks, biotechnology companies, and pharmaceutical companies
- Preferred background or experience: Back-office bookkeeping, basic accounting, and basic financial reporting
- Polite, respectful, and diligent
- Must have a valid US driver's license
- Must be legally authorized to work in the US

Why join us:

- Be an early team member of a fast-growing company with ripe opportunity for promotion, new skill development, and global networking
- Become an expert in one of the most revolutionary and high-growth fields medicine has seen in the last century, the cell and gene therapy, curing cancers and terminal childhood diseases never previously thought possible
- We take mentorship and on-the-job training and skill development seriously. We will teach you new skills, and value your continuing educational opportunities.

Barkey Corporation

HR department

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