



About BioNet

BioNet is a biotech company focusing on bio-innovation and access to genetically-designed vaccines.

BioNet is the world's only manufacturer of licensed recombinant pertussis vaccines containing a genetically-inactivated pertussis toxin (PTgen).

BioNet's main locations are Bangkok, Thailand and Lyon, France with a vaccine manufacturing plant in Ayutthaya, Thailand. Our team of more than 200 people across the globe are fully dedicated to the development, manufacturing and supply of vaccines against re-emerging and pandemic diseases.

Due to our business expansion, we are looking for competent, enthusiastic and highly qualified individuals to join our team.

Sales Support Officer

Job Location

Bangkok Office (Udomsuk 37)

Job Summary

- Processing order from sales team and customers via email or phone.
- Checking prices and contracts are up to date.
- Talking phone call from customers or internal.
- Communicating internally important feedback from customers.
- Preparing and following up on any sales quotations made for sales team.
- Ensuring order processing in handled correct and in full.

Job Qualifications

- Bachelor's degree in business administration or any related field.
- 1-2 years of work experience in sales admin, sales support or any related.
- Good command in computer literacy in Microsoft Office, Excel, SAP, Outlook etc.
- Basic knowledge of English
- Be keen or enthusiastic to learn new experiences.
- Strong interpersonal and communication skills.
- Able to join in teams work and work under pressure.