






Providing Environmental Solutions for  water  soil  plants

Marketing & Corporate Support

Reports To: VP Business Development & Operations Manager

Location: Position works in Estes Park Office

Description: This role is designed to provide hands-on support to the entire organization of BioLynceus for customer experience, sales, marketing and operations.

Relationship Development:

Provides intentional support to BioLynceus clients to assure customer expectations are exceeded.

Problem solves with BioLynceus Team and client to solve questions and assure all elements of the customer experience are maximized.

Delves into the customer experience to assure BioLynceus understands client needs and expectations and finds ways to up-manage the client experience.

Problem solves with operational team to find ways to delight and exceed the customer touch points on every level for every client.

Checks in with client on orders, shipping, product performance, logistical details, appointments, installation and use of product. Identifies & executes ways we can improve and support client's using BioLynceus programs.

Sales & Marketing Responsibilities:

Provides support for marketing activities or initiatives.

Supports the effective and efficient availability of documentation for all client types and industry types. Supports client experience using membership site and social media.




Works with marketing to identify opportunities to support client experience using integrated automation and media.

Uses tools to develop relationships and expand market reach.

Supports corporate event planning including meetings, trainings, off-site retreat meetings, including supporting resources and deliverables for the meeting.

Participates in team building, culture development and adds value to the entire organization through active engagement in all team activities.



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Supports Operations and Sales with requests for materials.

Works with sales team to identify opportunities for value-add client experiences as well as opportunities in pipeline to improve client experience and prospect conversions.

Works to build and deepen top of the funnel experiences for prospects.

Provides various marketing initiatives including working with lists, marketing distribution, updating database with contacts/lists. The ability to work with a database and manipulate information for reporting, business transparency and productivity for a variety of projects. Uses KPI's and Metrics to measure and report performance.

Provides operational support on special projects and requests as assigned.

Corporate Support:

Supports corporate functions including fielding questions; managing corporate calendars & scheduling, running live webinars, and supports corporate personnel.

Supports corporate, operational and BioLynceus event and trip planning, scheduling appointment, webinars. Supports event logistics, planning, distribution and communication of information/resources.

Provides support for tradeshow and speaker events. Organizes and communicates details for events; organizes trip itineraries when required, supports tradeshow material logistics, provides oversight for event and material resource deployment. Supports speaker commitment and logistics.




Uses Sharepoint to Manage Calendars, Event Planning, Itineraries, Speaker and Tradeshow Deployments. Manages Sharepoint; I.Soft; Operations Technology; Teleconferences; Webinars; Phone System and other operational Technologies as needed

Manages all association memberships, ads, tradeshow sign-up, logistics and resources/materials needs to fulfill successful trip and show deployment. Assures materials are available, in good condition and available for all shows.

Supports corporate event planning including meetings, trainings, off-site retreat meetings, including supporting resources and deliverables for the meeting.

Provides support on special projects and requests as assigned.



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Tangible Skills:

Clear cohesive communication skills verbally and written. Exceptional phone skills.

Exceptional at closing the loop, finishing a request and follow-up on execution. Attention to details and complete follow-through on team requests and client support.

Ability to establish and confirm appointments for a variety of industries.

Uses office suite tools, word, and database and excel fluently. Able to support operations and sales, to cohesively maintain customer database. Able to utilize corporate databases to perform job functions efficiently.

Successful in supporting multiple aspects of marketing and technology for BioLynceus

Able to support and remedy operational requirements for multiple stakeholders including customers; sales team, employees, and BioLynceus Team.

Assures details for projects, client documentation, project details and client data is maintained, organized and available for all client and prospect accounts.

Is successful in follow-through, while implementing business strategies.

Able to travel and support events and training if requested.