



## **ASSISTANT MANAGER-COMMERCIAL SERVICES**

Columbia, Maryland

**Department:** Sales & Marketing  
**Reports To:** Manager-Commercial Services  
**FLSA Status:** Exempt

### **Company:**

Martek Biosciences Corporation (NASDAQ: MATK), a local biotech company, is a leader in the innovation and development of DHA omega-3 products that promote health and wellness through every stage of life. The company's flagship products are *life'sDHA*™, a sustainable and vegetarian source of the omega-3 fatty acid DHA (docosahexaenoic acid) for use in foods, beverages, infant formula, and supplements; and *life'sARA*™, an omega-6 fatty acid produced from fungus. ARA (arachidonic acid) is the primary omega-6 fatty acid in the brain and is important for proper infant brain development and physical growth.

### **Job Summary:**

The Assistant Manager-Commercial Services will assist with new product initiatives and marketing activities to maximize sales of nutritional products across all of Martek's strategic business units. Candidate will liaise with all business unit teams to create and improve reporting structures and work with a cross-functional team to translate market needs into prototype products. Candidate will do market research to determine specific segment targets, product development to develop prototype products and creative develop corporate communications. Relies on experience and judgment to plan and accomplish goals. Candidate will support sales activities.

### **Essential Duties and Responsibilities:**

1. Work with all aspects of the Company to satisfy market needs. Focus on liaising with and coordinating activities between Non-Infant Formula business units.
2. Monitor and coordinate incoming customer inquiries to ensure market needs are effectively addressed by Sales teams.
3. Maintain and update business databases to ensure accuracy and ease of reporting within business units.
4. Work with a cross-functional team, Research and Development in particular, to develop new products to address customer needs.
5. Create and develop, at regular intervals, organized business updates and forecasts for Sr. Management, identifying areas of need to address and opportunities on which to capitalize.
6. Assist in the development of communication programs for each target market and coordinate with the Marketing department to execute. Participation in conferences, technical forums and trade shows is required.
7. Manage aspects of the food and beverage business. Role may also include some lead generation and business development activities.
8. Coordinate effectively with Manufacturing, Quality Assurance, Operations and Finance to ensure that the Company meets its financial goals in the identified market segments.
9. Rely on experience and judgment to plan and accomplish goals.

**Supervisory Responsibilities:**

- 1. None.

**Qualifications:**

- 1. Minimum of a bachelor’s degree required (business, biology or nutrition degree preferred).
- 2. At least 2 years marketing/product management experience in a related field.
- 3. Must be a highly motivated individual able to work independently and in teams.
- 4. Strong oral and written communication skills are necessary.
- 5. Computer proficiency required – including MS Word, Excel, PowerPoint and Outlook.
- 6. Ability to travel domestically and internationally required.

**Requirements:**

**Physical Demands:**

N (N/A)	A (1 – 25%)	B (26 – 50%)	C (51 – 75%)	D (76 – 100%)
Sitting		<u>D</u> %	Standing	<u>A</u> %
Walking		<u>A</u> %	Driving	<u>N</u> %
Bending/Stooping		<u>N</u> %	Climbing	<u>N</u> %
Reach above shoulder		<u>N</u> %	Kneeling	<u>N</u> %
Pushing/Pulling		<u>N</u> %	Crawling/Crouching	<u>N</u> %
Lifting		<u>20</u> lbs		

Computer work	<u>      </u> N/A	<u>      </u> Minimal	<u>      </u> Moderate	<u>X</u> <u>      </u> Significant
Temperature extremes	<u>      </u> N/A	<u>X</u> <u>      </u> Minimal	<u>      </u> Moderate	<u>      </u> Significant
Noise	<u>      </u> N/A	<u>X</u> <u>      </u> Minimal	<u>      </u> Moderate	<u>      </u> Significant

**Travel:**

Domestic	<u>25</u> %	International	<u>5</u> %
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Please submit your resume and/or application ([www.martekbio.com](http://www.martekbio.com)) to Human Resources at [jobs@martekbio.com](mailto:jobs@martekbio.com) or fax to 410-772-5811. Recruiters welcome.

Martek Biosciences Corporation is an Equal Opportunity Employer.  
M/F/V/D