

POSITION DESCRIPTION

Job Title: Marketing & Sales Coordinator – Part Time

Position Location: Gaithersburg, MD

Organization

Quality Biological, Inc. (QBI) is a growing biotechnology solutions manufacturer providing high-quality products and services to life science companies, federal labs, and leading research institutions. In addition to our standard product line, QBI develops custom formulations through collaboration with clients. The QBI Team focuses on responsiveness, professionalism, and delivering exceptional products and services.

Position Summary

Quality Biological is looking to hire a part-time, early-career marketer to grow into a full-time Marketing & Sales Associate.

This role starts part-time (15-25 hours/week) by design. We want to find the right long-term fit for both of us. The expectation is that this position will transition to full-time once we both know it's the right fit.

Are you someone who learns by doing? Are you looking to grow into an expanding marketing role? Does science interest you?

You won't just be observing, you'll be doing real work, helping to run the day-to-day marketing and sales operations, and gradually taking on more ownership as you prove yourself.

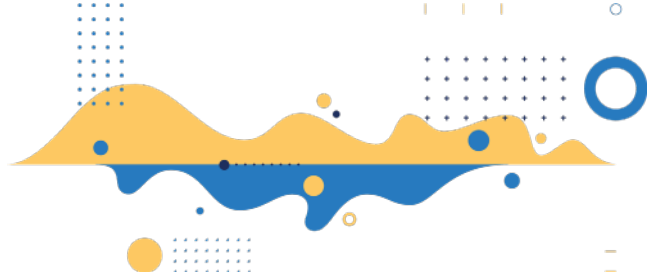
Duties and Responsibilities

Website & Digital Content

- Update and upload website content (product pages, technical documents, images)
- Monitor website performance and identify issues (broken links, outdated content, formatting)
- Assist with LinkedIn and digital content updates

Marketing Execution

- Support email marketing campaigns (set-up, formatting, scheduling)
- Help prepare and update marketing collateral and product materials



- Generate reports used to track sales and web performance
- Support lead tracking and customer data organization

Growth Opportunities (Based on Performance)

- Take ownership of key website sections and recurring processes
- Support product launches and marketing initiatives
- Collaborate with sales, product, and customer service teams

Work Experience and Qualifications

- Recent graduate or early career professional looking for a meaningful part-time marketing role with a clear full-time path
- BA/BS degree in marketing or communications and someone not intimidated by science or a BS in science with a creative side and some marketing experience
- Clear, professional written communication skills
- Organized with strong attention to detail (accuracy matters in everything we do)
- Comfortable working with digital tools and systems
- Curious, self-motivated, proactive, and willing to learn
- Comfortable balancing detail-oriented work with taking initiative

Nice to Have (Not Required)

- Experience with website platforms (WordPress or similar)
- Basic understanding of digital marketing
- Exposure to CRM or marketing tools

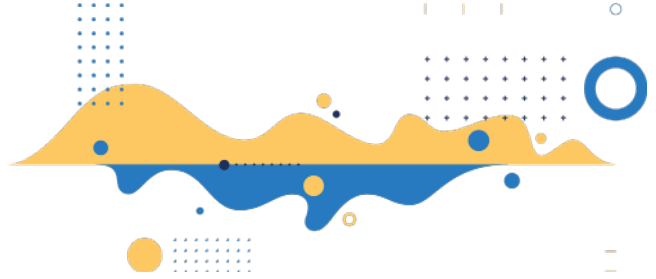
Why Join Us

- Work on real projects that directly support the business – not busywork
- Gain hands-on experience across both marketing and sales operations
- Learn how a life sciences company operates
- Work in a collaborative, team-oriented environment with direct access to leadership
- Opportunity for long-term career growth within the organization

How to Apply

Submit your resume along with a cover letter on why you're interested in this role and what you hope to learn to hr@qualitybiological.com.

Really want to distinguish yourself? Please include one example of a website, social media post, or digital content piece you've worked on (school or personal projects are fine).



Work Environment

Occupational Health and Safety: QBI provides a workplace free from recognized hazards and complies with standards, rules and regulations issued under the OSH Act.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and listen. The employee is frequently required to stand, walk; use hands to finger, handle or feel; and reach with hands and arms.

Reasonable Accommodation. QBI will provide reasonable accommodation to the known physical or mental limitations of a qualified individual with a disability, unless doing so poses an undue hardship on the operation of the business.

EEO Statement: Quality Biological, Inc. (QBI) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, gender identification or genetics. In addition to federal law requirements, QBI complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall and transfers, leaves of absence, compensation, and training.

QBI expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of QBI's employees to perform their job duties may result in discipline up to and including discharge.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.